

**2023 - 2025**

**COLLECTIVE BARGAINING AGREEMENT  
BY AND BETWEEN**

**PACIFIC NORTHWEST STAFF UNION**

**AND**

**SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 925, CTW**

**EFFECTIVE  
JANUARY 1, 2023 THROUGH DECEMBER 31, 2025**



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## AGREEMENT

THIS AGREEMENT is made and entered into as of the first day of January 2023, by and between SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 925, CTW (hereinafter referred to as the "Employer"), and the PACIFIC NORTHWEST STAFF UNION (hereinafter referred to as the "Union" or "PNWSU").

### ARTICLE I RECOGNITION

#### **Section 1 - Union Recognition**

The Employer recognizes the Pacific Northwest Staff Union as the exclusive bargaining agent for the purpose of collective bargaining with respect to rates of pay, hours of work, and working conditions for all employees of the Employer, with the exception of management or confidential positions. The Employer shall not hire consultants in order to undermine the bargaining unit.

The parties agree to maintain, encourage and assure the dignity and mutual respect of all employees.

#### **Section 2 - Temporary and Subsidized Employees**

In determining which temporary and subsidized employees shall be eligible for inclusion in the bargaining unit described in Section 1 above, the following shall apply:

- A. **Definition of Temporary Employee, Seniority Status and Other Provisions.** A temporary employee is any person employed for a specific project or projects, not to exceed twelve (12) months. If a temporary employee works beyond twelve (12) months, that employee will automatically become permanent.

Temporary employees in a bargaining unit position will be covered fully by all contract provisions, except that temporary employees shall not enjoy seniority rights throughout the term of their temporary employment. The layoff or termination of temporary employees shall not be subject to the grievance procedure of this Agreement except that the Union may grieve improper notification of layoff.

When an employee in a bargaining unit position completes her/his temporary status and becomes a permanent employee, all time served during her/his term of temporary employment, including any consecutive lost wage time of twenty hours or more per week, shall be credited toward the employee's seniority. The Employer will not undermine the bargaining unit by hiring temporary staff in lieu of creating permanent bargaining unit positions.

- B. **Notification of Temporary Vacancies** Written notification of vacancies in temporary positions will be provided to bargaining unit members.



## ARTICLE II UNION SECURITY

### **Section 1 - Union Membership Status**

**Membership:** It shall be a condition of employment that all employees covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement shall remain members in good standing, and those who are not members on the effective date of this Agreement shall, on or before the thirty-first (31st) day following the effective date of this Agreement, become and remain members in good standing in the Union.

It shall also be a condition of employment that all employees covered by this Agreement who are hired after its effective date shall, not later than the thirty-first (31st) day following the beginning of such employment, become and remain members in good standing in the Union. All of the foregoing provisions shall be implemented in accordance with, and consistent with, applicable federal and state laws.

**Fair Share Dissenter:** The parties recognize that an employee will have the option of declining to participate as a member in the Union yet contribute financially to the activities of the Union in representing such employee as a member of the bargaining unit. Therefore, as an alternative to and in lieu of the membership requirements of the previous section (section 1 of this Article), an employee who declines membership in the Union shall pay to the Union each month a representation fee in an amount identified by the Union, but which shall not be higher than full membership dues. The representation fee shall be collected by the Employer in the same manner as monthly membership dues.

**Religious Objector:** A bargaining unit employee who demonstrates a bona fide religious belief or tenet as determined by the established application and determination procedures of the Union, consistent with applicable state and federal statute, rules and regulations, and such employee is prohibited from becoming a member of the Union by such belief, such employee shall pay to the Union each month an amount of money equivalent to such regular current union dues to the Union, who shall then transmit that amount to a non-religious charity of the employee's choice from a list of non-religious based charities provided by the Union. Receipt of such transmittal to the charity organization shall be provided to the employee on an annual basis.

### **Section 2 - Maintenance of Membership**

Employees who are required hereunder to maintain membership in the Union and pay union dues, or maintain non-member status and pay representation fees, and fail to do so shall, upon notice of such fact in writing from the Union to the Employer, be terminated thirty (30) days after receipt of said written notice to the Employer.

### **Section 3 - Deductions**

**Dues and Fees:** The Employer shall deduct dues and fees from the pay of any employee who the Union notifies the Employer has authorized such deductions in writing.

**Verification of Authorization to Deduct:** Upon request for verification, payroll deduction authorization cards shall be submitted to the Employer from the Union showing the authorization for deduction and the employee's signature.

**Remittance List:** The Employer will provide each month, a list of employees whose dues and any fees have been so deducted. The list will include the first, middle, and last name, employee identification number, gross pay in which the dues/fees are based, and the amount of the dues/fees. The Employer shall provide the remittance list in excel format.

**Change in Status Notification:** The Employer shall notify the Union of any change in an employee's employment status; the Employer will provide the Union a copy of the Change Employment Status Form.

**COPE:** The Employer will deduct any voluntary written, authorized contribution to the SEIU Committee on Political Education (COPE) from the bi-weekly pay of members. The Employer will transmit the deductions to SEIU in a timely manner. The written authorization for deduction of pay for COPE shall be maintained by the Employer.

### **Section 4 - Hold Harmless**

The Union shall indemnify and hold the Employer harmless against any and all claims, demands, suits that arise out of or by reason of action taken or not taken by the Employer for the purpose of complying with any of the provisions of this Article.

### **Section 5 - Steward Appointment**

The Union shall have the right to appoint the number of stewards deemed necessary to handle Union business, and the PNWSU President, from among the members of this bargaining unit, to represent employees. The Union shall furnish the names of these stewards at least ten (10) days prior to the effective date of each new appointment, or change in the appointment of a steward.

The Union shall provide the Employer with a list of alternate stewards who shall assume the duties and rights of stewards when the regular steward is absent, or if a conflict of interest requires the regular steward to withdraw from the matter involved.

### **Section 6 - Steward Activity**

**A.** A Steward may utilize a reasonable amount of work time without loss of pay, to confer with an affected employee with respect to any matters for which remedial relief may be sought pursuant to the terms and conditions of this Agreement, or to interview witnesses, review documents, or prepare materials necessary to process a

grievance, provided such activity is fully and accurately reported on the Steward's Weekly Work and Expense Tracking Forms.

- B. Any meeting between any Employer official and a Union Steward or PNWSU President concerning a matter for which remedial relief may be sought pursuant to the terms of this Agreement, may be held on work time, provided such meeting is fully and accurately reported on the Steward's Weekly Work and Expense Tracking Forms. The foregoing provision shall not apply to time spent to prepare for arbitration procedures.

### **Section 7 – Union Leave**

The employer shall grant up to three (3) days of unpaid union leave provided the employee applies for the leave three days in advance.

## **ARTICLE III PROBATIONARY PERIOD**

### **Section 1 - Newly Hired Permanent Employees**

The probationary period is the initial six (6) month period of employment in a permanent position. Any paid or unpaid leave taken during the probationary period will extend the probation for a number of work days equal to the leave taken. The Employer may extend this probationary period for an additional three (3) months after consultation with the Union. No later than three (3) months after an employee's date of hire, the Employer shall evaluate the probationary employee's work performance, review that evaluation with the employee, develop a written improvement plan as necessary, and provide the employee with a copy of such evaluation and improvement plan, which will be placed in the employee's personnel file.

In the event that performance deficiencies are noted, the Employer shall meet with the employee to develop a performance improvement plan. The employee shall be provided with a copy of the final plan.

Employees are eligible for transfer in a different job classification after eighteen (18) months of employment at SEIU Local 925. Consideration for transfers before eighteen (18) months will be done based on organizational needs, qualifications, or in consultation with the Union.

A poor performance evaluation is grievable through the steps of Step 2 of the grievance procedure.

### **Section 2 – Probationary Period Termination**

The Employer may terminate an employee who has not successfully completed the probationary period. Such termination shall not be subject to Article XI of this Agreement.

### **Section 3 - Promotional and Dissimilar Transfers**

Promotional employees, and employees who transfer laterally to a job in a different classification, shall serve a six (6) month trial period. The Employer may extend this trial period for an additional one (1) month after consultation with the Union. No later than one (1) month after the employee's promotion or dissimilar transfer, the Employer shall evaluate the probationary employee's work performance, review that evaluation with the employee, and provide the employee with a copy of such evaluation, which shall be placed in the employee's personnel file.

A poor performance evaluation is grievable through the steps of Step 2 of the grievance procedure, excluding arbitration.

### **Section 4 – Reversion to Former Classification**

If, during the trial period, the Employer determines that said employee fails to perform satisfactorily the duties of the new position, or if the employee so elects, they will be permitted to revert to their former job classification without loss of seniority.

Open positions will be filled first. If there are no open positions, the reverting employee shall be allowed to displace the most junior person in their former job classification per Article XV Section C. Reverting employees shall be returned to their former classification immediately (no later than five (5) days upon exercising reversion rights).

### **Section 5 - Temporary Employees**

At the four (4) month period, the Employer shall evaluate the temporary employee's work performance, review that evaluation with the employee, and provide the employee with a copy of such evaluation, which will be placed in the employee's personnel file.

If a temporary employee becomes a permanent employee in the same job, time spent as a temporary employee shall be credited toward satisfying the probationary period for the particular job involved.

Temporary employees hired into a different job classification through the job bidding procedure, shall be considered newly hired permanent employees.

Unsuccessful completion of the probationary period shall be grounds for termination.

### **Section 6- New Employee Orientation**

At the time of employment, the Employer shall provide a copy of the Collective Bargaining Agreement and the name of the employee's Union representative. Within the first week of employment, the Employer will grant the union and its representatives at least thirty (30) minutes to meet with new employees.

Each newly hired employee shall receive a minimum of forty (40) hours of orientation and training relative to the structure and operations of the Employer, the SEIU, and the specific requirements of their job assignments. Orientation shall include but not be limited to:

- Structure and polices of SEIU 925
- Roles and Responsibilities
- Time Sheets and Expenses
- Racial Justice and OE&I
- Ethics
- Data & UnionWare
- The minimum forty (40) hours of orientation will be completed no later than 14 (fourteen) calendar days after the employee's hire date.

Within 30 (thirty) days of hire date, the employee's supervisor shall provide the employee with a blank copy of the employee evaluation form and work with the employee to create a development plan applicable to the employee's position and with consideration of the employee's past experience (e.g. NEO or Steward training completed as a member-leader, etc.), which may include:

- Resolution 106A and our local's racial justice commitment and practices
- Communications training
- New Employee Orientation
- COPE asks and best practices
- Connecting members to political work
- Organizing Conversation
- Knowledge, Skills and Abilities assessments
- Steward training
- Digital Organizing skills
- Leader identification and development
- Planning and executing actions
- The lifecycle of contract campaigns and ratifications

The Employer agrees to provide regular feedback to new employees on areas that need improvement. Upon the completion of three (3) months and five (5) months of employment, an evaluation will be conducted with the employee for the purpose of assessing the employee's performance as well as the employee's training needs, if any.

- The supervisor and the employee shall each fill out the evaluation form prior to their scheduled meeting, discuss the employee's performance to that point, and evaluate progress of their development plan.
- The supervisor shall work with the employee to schedule additional training or follow-up training when requested by the employee.

**ARTICLE IV**  
**HOURS OF WORK, WORK LOAD, COMPENSATORY TIME,**  
**FLEX TIME & RELIEF TIME**

**Section 1 - Salaried Staff**

- A. **Workweek Defined** While the Employer and the Union recognize that due to the nature of the organization, employees may be required to work long and irregular hours; to work on weekends and holidays; and to work away from home for extended periods, the parties agree there should be an appropriate balance between extended and flexible hours.
- B. **Flexible Hours** In recognition of the unusual demands of employees' work, the Employer and the Union agree that salaried staff may determine their own schedules, based on their job responsibilities and subject to departmental needs. Salaried staff will apprise their respective supervisors of their anticipated schedules. Further, salaried staff will apprise their respective supervisors of unexpected deviations from their daily schedule via text message, phone, in-person, or email. There shall be no deductions from leave balances for partial day absences.
- C. **Relief Time** Due to circumstances when flexible scheduling within a pay period cannot be arranged to respond to abnormally long or irregular hours, employees may request relief time as the employee and immediate supervisor see necessary or appropriate for special projects, included but not limited to election campaigns, out of state assignments or other intense campaigns. There is no limit to the number of relief days per request. Requests for additional relief time shall not be unreasonably denied.

**Section 2 - Hourly Represented Employees**

- A. **Workweek Defined** The regular workweek for hourly, represented employees shall consist of five (5) eight and one half (8.5) hour days including a one (1) hour lunch period, scheduled Monday through Friday except in emergencies. One half (1/2) hour of the lunch period shall be paid, and one half (1/2) hour shall be unpaid. The total number of paid hours during the regular workweek shall be forty (40).
- B. **Overtime Compensation** Overtime shall be compensated for at one and one half (1.5) times the employee's regular straight time hourly rate of pay. Overtime shall be defined as those required hours of work that exceed eight (8) hours a day or forty (40) hours in a week. An employee requested to work on the sixth (6th) day, Sunday, holiday, or outside their normally scheduled hours or holiday, shall be guaranteed a minimum of four (4) hours overtime pay. The employee may choose to accrue compensatory time off in lieu of overtime pay at the time and a half rate. Overtime must be approved in advance by an employee's direct supervisor.
- C. **Overtime Eligibility** Hourly, represented employees are eligible for overtime.

- D. **Flex Time** Flex time and flexible scheduling shall be allowed with the approval of the Supervisor. The ability to flex may vary according to job function and operational needs. Approval of flextime and/or flexible scheduling shall not be unreasonably denied.
- E. **Temporary Clerical Projects** Temporary clerical project work that can be done without creating overtime and can be done in a timely manner shall be offered to administrative staff from a rotating seniority list. Work required to be done in a specific office may preclude other administrative staff not working in that office from performing the project work.
- F. **Political Activities Exception** The Employer and the Union have a shared interest in promoting the political, organizing and community programs of SEIU. To this end the Employer may schedule required shifts for hourly represented staff for the purpose of participating in political, organizing, and/or community activities. Flex time, as described above, shall be used wherever possible to accommodate this requirement. Overtime will be made available every other requested shift or as approved by supervisor.

### **Section 3 - Workload**

In recognition of the unusual demands of employees' work, the employer and the Union agree to the following:

- A. **Stress Management Classes** The Employer will pay at a reasonable cost, for stress management classes, with approval of the Supervisor.
- B. **Work Load Assessment Process** It shall be the practice for employees to bring concerns over workload issues to their immediate supervisor, and the supervisor or designee will provide direction and guidance that may include the setting of priorities and the adjustment of workload. If an informal discussion with the immediate supervisor is not successful an employee may request a formal meeting with the immediate supervisor and a union representative. The supervisor shall have twelve (12) calendar days to respond, in writing, to the employee and the union. If the employee is not satisfied with the immediate supervisor's response they may petition the Senior Staff on the issue. The Senior Staff shall hear the issue at their next regularly scheduled meeting. The Senior Staff shall have twelve (12) calendar days to respond, in writing, to the employee and the Union.

### **Section 4 - Inclement Weather Procedure**

An inclement weather day is an office closure for employees due to inclement weather conditions that make travel to and from work dangerous or impossible. An inclement weather day will not be deducted from an employee's allotted paid time off. All staff are expected to check their voice mail messages and email (with the exception of Admin Coordinators and Receptionists who will not be required to check their email) daily and to remain accessible and available to respond to member and organizational needs, unless other arrangements have been approved by their supervisor.

On occasion, there may be specific areas of the Local that experience inclement weather conditions at the same time that other areas do not. An inclement weather day may be

authorized by the President or designee only for those employees who live in the area experiencing the inclement weather conditions. Employees may individually contact the President or designee to request authorization for an inclement weather in their specific area. All other employees not so authorized will be expected to report to work, and if they do not report for work the off time will be deducted from their allotted paid time off. However, the President or designee may also send staff home early if inclement weather conditions develop during the workday.

The President or designee will use the radio and television weather reports, reports of school and other facilities closings, and any employee reports on the weather conditions in her/his area to make her decision regarding an inclement weather day.

## **ARTICLE V JOB CLASSIFICATIONS AND SALARY SCHEDULE**

### **Section 1 - Wages**

- A. **Step Increases** All employees who are not at step 11 on the salary scale will receive step increases on an annual basis on their anniversary date of hire. Additionally, employees beginning their twentieth (20) year of employment shall increment to step 20 on the salary scale. Refer to Appendix A – Classification and Salary Scale.
- B. **Wage Scale Increases**: The wage scale steps will be raised effective on January 1 of each contract year according to the following schedule:
- **2023 Across the Board Increase**: Effective January 1, 2023, each step on the wage and salary schedule shall be improved by four (4%) percent.
  - **2024 Across the Board Increase**: Effective January 1, 2024, each step of the wage and salary schedule shall be improved by four (4%) percent.
  - **2025 Across the Board Increase**: Effective January 1, 2025, each step of the wage and salary schedule shall be improved by four (4%) percent.

Any employees off scale will receive the same increases.

- **Hourly Employee Bonus**: Each hourly employee shall receive a \$400.00 bonus December 1 of each calendar year.

### **Section 2 - New Classifications**

Should the Employer establish any new non-supervisory, non-confidential classification during the term of this Agreement, the Employer shall submit such classification to the Union for bargaining over inclusion in the unit and wages.

### **Section 3 - Reclassification/Upgrade**

Upon reclassification or promotion, an employee will receive a five percent (5%) pay increase or move to Step 1 of the new grade whichever is higher. The employee's



anniversary date will remain the same as date of hire, and such employees will also move up a step on the anniversary date.

Employees who feel they are improperly classified may appeal the matter to a standing Joint Reclassification Committee, which shall be appointed upon execution of this Agreement. Such Committee shall be composed of two (2) representatives of the Employer and two (2) representatives of the Union, and they shall confer as often as necessary. The purpose of the Committee shall be to review and decide upon individual bargaining unit employee's petitions for reclassification and/or upgrade. This procedure shall be in lieu of Article XI (Grievance and Arbitration Procedure).

#### **Section 4 - Temporary Work Out of Classification**

When an employee works out of her/his classification for a minimum of ten (10) days, the employee will receive a five percent (5%) pay increase, or move to Step 1 of the new grade, whichever is higher, effective upon the assumption of the higher duties. After a period of one (1) year, the new classification will become permanent.

#### **Section 5 - Severance Pay**

- A. **One (1) through four (4) Years of Service** Employees with one (1) year to four (4) years of continuous service who are laid off shall receive severance pay at the rate of one (1) week's pay for every two (2) years service or major fraction thereof, worked.
- B. **Five Years or More of Service** Employees with five (5) years or more of continuous service who are laid off shall receive severance pay at the rate of one (1) week's pay for every two (2) years service or major fraction thereof, worked.
- C. **Computation of Severance Pay** Severance pay shall be based upon the highest regular weekly salary received from the Employer by the employee.
- D. **Return of Severance Pay Upon Recall From Layoff** Any employee who has received severance pay in accordance with this section who then accepts an offer of recall, shall reimburse the Employer an amount equal to each week's severance payment received in excess of the actual number of weeks they were on layoff before accepting recall.

#### **Section 6 - Longevity Pay**

Each employee with ten (10) years of service shall receive a onetime longevity lump sum bonus of three percent (3%) of the employee's current rate of pay.

Each employee with fifteen (15) years of service shall receive a onetime longevity lump sum bonus of three percent (3%) of the employee's current rate of pay.

#### **Section 7 - Bi-Lingual Differential**

- A. The Employer agrees to pay four-hundred dollars (\$400.00) per month automatic differential to any employee who is required in the course of their regularly assigned

duties to use a second language; provided however, that such an employee demonstrates an oral fluency in the second language required.

Any dispute concerning the Employer's determination of an employee's fluency in a second language shall be resolved through an employee's request to be orally tested by a qualified person using a mutually agreed upon standardized test.

- B. If an employee not receiving the differential in Section 7A, receives a special language use assignment, not required in their regularly assigned duties, the employee will be paid sixty dollars (\$60.00) for each month the language is required.
- C. Employees not receiving the differential in Section 7A, who are assigned by their supervisor to provide simultaneous interpretation during state-wide and union-wide meetings shall receive a differential of one-hundred dollars (\$100.00) per month at the end of the month for the interpretation services they provide.

### **Section 8 - Lead Worker Definition and Differential**

Lead assignments may be made on the basis of team leadership or project leadership, both of which may be temporary in nature, depending on the needs of the Employer. Lead worker assignments may be made at the discretion of the Employer. The lead worker has the responsibility of coordinating and assigning work, providing training and mentoring for the employee(s) they are leading, and providing input to employee performance evaluations.

The lead worker differential is the equivalent of five percent (5%) for project and eight percent (8%) for team of the employee's base salary. When the employee is no longer leading other staff, the lead worker differential will be discontinued.

Lead pay as defined in this section shall be available at every step of the wage scale.

### **Section 9 – Senior and Senior-in-Training Program**

It is the intent of the Employer and PNWSU to develop Senior job classifications and a Seniors in Training program to develop employees' capacity to successfully work on major, strategic, and comprehensive assignments. Further, the purpose of the SIT program is to provide opportunities for qualified staff to become Seniors while pursuing the goal of recruiting under-represented staff into senior-level positions at SEIU Local 925 in line with Affirmative Action objectives (Article XXIII Affirmative Action). It is understood that's the development of the Senior job classification may impact the Lead job classification, which shall be determined through the Seniors program development process.

**ARTICLE VI  
HOLIDAYS**

**Section 1 - Paid Holidays**

Each calendar year, the Employer shall allow paid time off with pay for the following holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Indigenous Peoples' Day
President's Day	Veterans Day
Cesar Chavez Day	Thanksgiving Day
Memorial Day	Native American Heritage Day
Juneteenth	Last working day before Christmas
Independence Day	Christmas Day

Seven (7) Floating Holidays, one (1) to be taken on employee's birthday or on another day suitable to the Employer and the employee. The cash out payment of floating holidays is pro-rated on the basis of two (2) hours per month when an employee leaves the Employer's payroll. However, if an employee has already used any or all of the floating holidays, s/he shall not be required to pay back to the employer the equivalent value in cash as is done for vacation time.

In addition to the aforementioned holidays, employees shall receive paid time off for any other holiday which may be declared a general holiday by the President of the United States or by an act of the Congress of the United States.

All Local 925 offices will be closed during the week falling between the Christmas and New Year's holidays. Employees shall be entitled to take this paid time off during this time period only, and without deduction to any leave balances. All staff are expected to check their voice mail messages and email (with the exception of Admin Coordinators and Receptionists who will not be required to check their email) daily and to remain accessible and available to respond to member and organizational needs, unless other arrangements have been approved by their supervisor. These additional days off are not subject to cash out or carryover. If any employee chooses to be unavailable via phone and email during this time, paid leave (annual leave, holidays, relief time) must be approved in advance.

**Section 2 - Holiday Observance**

In the event a holiday falls on a Saturday, the preceding Friday shall be observed. In the event a holiday falls on a Sunday, the following Monday shall be observed.

**Section 3 - Work on Holidays**

When work assignments require that an employee work on a scheduled holiday, the employee shall schedule the alternate day off with the immediate supervisor and take it within the calendar year.

If an administrative employee wishes to work on a holiday, they may do so only with the approval of their supervisor. The administrative employee must present a work plan to the supervisor that justifies working on the holiday and a proposed alternate day off.

## **ARTICLE VII VACATIONS**

### **Section 1- Accruals, Carryover of Vacation and New Hires**

Employees shall be entitled to paid vacation leave. Vacation leave shall be made available six (6) months after the employee's date of hire, and thereafter on each anniversary date. All leave available for any anniversary year must be taken before the end of that anniversary year, except that an employee shall be allowed to carry over into the next anniversary year, up to fifteen (15) days of accrued vacation. Employees may request a waiver of the limit of carryover. Supervisors must receive the request for waiver in writing along with a plan to spend down that time in a reasonable period. The Employer will grant the waiver if the employee's approved vacation plan cannot be implemented due to the operational needs of the Employer.

Vacation accrual shall be based upon an eight (8) hour workday for full time staff and pro-rated for part time staff.

### **Section 2 - Vacation Schedule**

Vacation leave shall be provided according to the following schedule:

- A. At the six (6) month anniversary date of employment (for the second six (6) months of employment): fifteen (15) days.
- B. On the first (1<sup>st</sup>) anniversary date of employment (for the second (2<sup>nd</sup>) year of employment): fifteen (15) days.
- C. On the second (2<sup>nd</sup>) anniversary date of employment, and each successive anniversary date through the fourth (4<sup>th</sup>) anniversary date [for employment years three (3) through five (5)]: fifteen (15) days.
- D. On the fifth (5<sup>th</sup>) anniversary date of employment, and each successive anniversary date through the tenth (10<sup>th</sup>) anniversary date [for employment years six (6) through eleven (11)]: twenty (20) days.
- E. On the eleventh (11<sup>th</sup>) anniversary date of employment, and each successive anniversary date thereafter [for employment years twelve (12) and thereafter]: twenty-five (25) days.

### **Section 3 - Payment Upon Termination of Employment**

An employee terminating employment within any calendar year shall have their vacation prorated for the number of full months worked within that anniversary year. Upon termination, they shall receive cash payment for all unused accumulated vacation time.

### **Section 4 - Conflicts in Scheduling of Vacations**

The Employer shall endeavor to comply with the employee's request for vacation time consistent with the operational demands of the organization. Requests for concurrent vacations that cause undue staffing or scheduling problems shall be honored in order of employee seniority. Employee requests for vacation time will not be unreasonably denied.

Upon the anniversary date of each employee, they shall be required to submit an annual plan to their supervisor of how they will use their accrued vacation time this year. The plan should include dates and hours for all vacation hours they have on the book. It is understood that circumstances may require changes to those plans, and that those changes must be reviewed with supervisors and alternate dates established.

## **ARTICLE VIII SICK LEAVE**

### **Section 1 - Sick Leave Benefits**

- A. **Rate of Accrual** Employees shall be granted one-half (1/2) day of sick leave for each two (2) weeks' pay period, for a yearly total of thirteen (13) days. Sick leave accrual shall be based upon an eight (8) hour workday for all staff.
- B. **Maximum Accumulation** Sick leave shall be accumulated to a maximum of one hundred (100) working days.
- C. **Permitted Uses** In addition to use for emergencies, an employee may use accrued sick leave for the following purposes:
  - 1) Mental/Physical Illness, Injury, or Health Condition for themselves or family member,
  - 2) Treatment of Mental/Physical Illness, Injury, or Health Condition for themselves or family member,
  - 3) Preventative Medical Care for themselves or family member,
  - 4) Employer is closed by order of a public official for any health-related reason,
  - 5) Employee's child's school or place of care is closed by order of a public official for any health-related reason,
  - 6) Absences that qualify for leave under the Washington State Domestic Violence Leave Act

**Definition of Family Member:** The definition of 'Family Member' shall include Parent, Child, Spouse, Registered Domestic Partner, Sibling, Grandchild,

Grandparent, Nieces and Nephews, and household member, or individual whose close association with the employee is the equivalent of a family relationship. Child and Parent shall include biological, adopted/adoptive, foster, de facto, step, in loco parentis, parent- in-law, and legal guardian.

- D. **Verification of Illness** Medical verification may be required to verify the use of sick leave after three (3) consecutive days of absence.
- E. **Rate of Utilization** Sick leave may be taken only after the two (2) week period in which it is accrued. Sick leave may not be taken in increments less than thirty (30) minutes.
- F. **Account Balances** Employees may review their sick leave balance at any time.

## **Section 2 - Sick Leave Bank**

- A. **Enrollment and Donation Requirements** All Local 925 employees shall participate in the Sick Leave Bank. If, at the end of the contract year, the sick leave bank falls below 1000 hours the following provision will apply for the following contract year:  
  
The Employer shall send enrollment letters to each employee. Each employee shall donate no less than one (1) day and no more than five (5) days of either sick or vacation time. Enrollment shall be done during the month of January. Participation may be excused for an employee if a side letter exists that dictates other conditions of employment.
- B. **Eligibility to Participate in Sick Leave Bank** All Local 925 employees are eligible to access the bank for no more than forty (40) working days per year for long term illness or injury. Long term shall be considered illness or injury of more than ten (10) consecutive workdays. The bank may be accessed for illness or injury to the employee only.
- C. **Requests to Access Sick Leave Bank** To access the Sick Leave Bank, the employee must notify in writing, the PNWSU President and the Employer. In order to access up to twenty (20) working days employees must have used all accrued sick time and one-half (1/2) of their accrued vacation time at the time of the leave. In order to access up to forty (40) working days an employee must have used all accrued sick time and all accrued vacation time at the time of the leave. In addition the forty (40) day benefit requires that an employee will apply for Long Term Disability (LTD) benefits as soon as appropriate and will likely qualify under the active LTD plan. Illness or injury requires a physician's statement for verification.
- D. **Sick Leave Bank Committee** A Sick Leave Bank Committee comprised of two (2) Union members and two (2) Employer representatives shall administer the Bank. The Committee shall have complete discretion regarding the number of days allotted to applicants or any exceptions to the Bank rules.
- E. **Notification to New Hires** New hires will be notified in writing, regarding participation in the Sick Leave Bank. Upon completion of the probationary period, employees shall

make their choice of deduction and shall be eligible to access the Bank. Employees will contribute sick leave to the sick leave bank consistent with Article VIII, Section 2 [A], Enrollment and Donation Requirements.

- F. **Advance Notice of Need to Access Sick Leave Bank** Employees recognize the importance of giving as much advance notice as possible of long-term illness to allow for proper staffing.
- G. **Donations Upon Ratification of Agreement** Within thirty (30) days after ratification of this Agreement, employees shall make their donation to the Sick Leave Bank. Employees will contribute sick leave to the sick leave bank consistent with Article VIII, Section 2 [A], Enrollment and Donation Requirements.
- H. **Donations Upon Termination of Employment** Any employee, upon termination, may donate the balance of up to five days of sick leave that was not originally donated.

### **Section 3 - Health Insurance Coverage During Unpaid Leave of Absence**

The Employer will continue to pay for health insurance coverage consistent with Article X of this agreement during an unpaid leave of absence such that the coverage is continued through the end of the calendar month in which the employee last actually worked, or was on paid leave status, whichever is later. Beginning with the 1st day of the calendar month immediately following the month in which the employee last actually worked or was on paid leave status, whichever is later, the employee shall be responsible for securing alternative benefits. The employee may remain on the Employer's group plan and reimburse the Employer for such premium payments, such payment to be made no later than the 1st day of the month.

### **Section 4 - Negative Sick Leave and Vacation Balances**

Any negative sick leave or vacation balance will be reconciled with awarded vacation days or accumulated comp time at the end of each quarter. Any negative balance after reconciliation shall be deducted from the employee's paycheck(s) by the end of the quarter in which the quarterly report is received. The employee must be notified prior to the deduction. A new hire who has worked less than two months and who needs sick leave may have sick leave days donated from other staff.

### **Section 5 - Sick Leave Cash-Out Upon Retirement**

Employees shall be entitled to cash out twenty-five (25%) percent of their unused sick leave accrual upon retirement.

**ARTICLE IX  
LEAVES OF ABSENCE**

**Section 1 - Leaves of Absence Without Pay**

The Employer and the Union agree that Leaves of Absence can be useful in promoting employees' health, well-being, life experience, productivity and education. In keeping with that philosophy, leaves of absence without pay may be granted at the Employer's discretion for good cause. Employees shall not accumulate vacation, relief, or sick leave during such leaves of absence. While on unpaid status employees shall not receive car allowance, cell phone reimbursements or other reimbursements.

**Section 2 - Physical Inability to Work**

- A. **Notification of Need for Medical Leave** Employees who require a medical leave of absence shall notify the Employer as soon in advance as is possible. The notification shall include the date the required leave is expected to begin and the anticipated date of return from leave.
- B. **Verification of Illness** Any employee claiming to be physically unable to work for any period must, on request of the Employer, supply a certificate from his or her attending physician that the employee is physically unable to work, and may be required to be examined by a doctor chosen by the Employer (at Employer expense). If the two (2) doctors are in disagreement, they shall choose a third (3rd) doctor, whose determination shall be binding.
- C. **Compensation of Employees on Medical Leave** The employee will have the option to take any combination of accrued sick leave, vacation leave, leave without pay, accrued personal or compensatory time, or up to two (2) months part-time employment.
- D. **Continuation of Health Insurance Coverage During Leave Period** Health insurance coverage for employees physically unable to work shall be maintained for up to four (4) months.
- E. **Pregnancy Related Illness/Disability** Physical inability to work due to pregnancy shall be considered the same as inability to work due to any other physical disability. In applying this provision, an employee will automatically be entitled to the period of her hospital confinement, plus up to ten (10) weeks of leave immediately following thereafter on account of pregnancy.

**Section 3 - Parental Leave**

- A. **Maternal Leave** An employee giving birth will have the option to take any combination of accrued sick leave, vacation leave, leave without pay, relief time, or up to two (2) months part-time employment.



B. **Parental Leave- General Provisions** Apart from any leave granted for the physical disability attendant to pregnancy, the Employer shall grant, upon request, up to four (4) months of Parental Leave without pay, or part-time employment at the birth, adoption or foster care placement of a child and paid Parental Leave on the following conditions:

1. The employee will agree in writing to continue employment with the Employer for a period of one year from the date the employee returned from leave,
2. If the employee voluntarily resigns employment before one year, that employee is required to remit to the Employer the full cost of the paid Parental Leave time used.
3. The employee will be granted one week of paid time for each full year of service with the employer up to a maximum of four (4) weeks.
4. One week of this paid time may be reserved for care of the child within the first year after the employee returns to work from parental leave. Reserved leave may be used intermittently.
5. Leave time remaining at the end of the first year will be forfeited.

Employees shall be guaranteed the return to their fulltime job(s) held at the time of taking leave, at the same rate of pay received at the time of the leave. In addition to the above, employees shall suffer no loss of seniority. Health insurance coverage for employees on parental leave shall be maintained.

It is understood that in applying the provisions of this section, that the maximum combined amount of paid and unpaid leave shall be four (4) months and combined leave and part-time employment shall not exceed six (6) months except at the discretion of the Employer.

C. **Flexible Work Schedules** In conjunction with the birth, adoption, or foster care placement of a child, an employee may request that in addition to any arrangements for Maternal Leave or Parental Leave, that he or she be permitted to work part-time of at least 80% and/or have a flexible work schedule. The Employer shall endeavor to make such arrangements within the demands of a normal workload. Exceptions, to an 80% schedule may be made by the supervisor.

Part time and flexible work schedules shall be permitted no longer than six (6) months after an employee's return from Parental Leave, but in no case shall they be permitted past the first twelve (12) months following birth, adoption, or foster care placement.

D. **Use of Accumulated Sick Leave Permitted** Up to ten (10) days of accumulated sick leave may be utilized as Parental Leave by fathers or domestic partners during the first ten (10) weeks after the birth, adoption, or foster care placement of a child.

#### **Section 4 - Military Leave**

Employees inducted into the armed forces shall accumulate seniority, and upon return, be reinstated to their former positions or comparable ones, provided the employee notifies the Employer in writing within three (3) months after discharge.

### **Section 5 - Bereavement Leave**

Employees shall be allowed five (5) days of bereavement leave per event without loss of pay in the event of the death of a family member including anyone whose close association with the employee is the equivalent of a family relationship.

Employees shall be allowed one (1) day bereavement leave without loss of pay in the event of the death of an employee's non-family member.

In addition, necessary and reasonable time off without loss of pay for travel purposes.

### **Section 6 - Jury Duty**

When an employee is called for jury duty, or as a witness by court subpoena, the employee shall be given full pay. Employees shall remit to the Employer any monies received for jury duty, except for the reimbursement of expenses reimbursed by the court.

### **Section 7- Return from Leave**

An employee returning from an authorized leave of absence shall be guaranteed return to the same or equivalent position. An employee returning from Parental Leave or Military Leave shall be entitled to his or her same pay, plus any across-the-board increases given during the first (1st) year of the leave.

### **Section 8 - Care for Serious Illness of Family Members**

Employees shall be entitled to up to twelve (12) weeks of unpaid leave for the care of the serious illness of the employee's child, parent, spouse, partner, or household members. Medical verification of a person's illness may be required by the supervisor in order to approve the use of Family Leave under this section.

Health insurance coverage for employees caring for the illness of the above family members shall be maintained while the employee is on unpaid leave, for up to twelve (12) weeks.

When an employee uses paid sick leave benefits for the care of a seriously ill family member with the approval of the supervisor, paid time off for sick leave shall run concurrently with the employee's entitlement of up to twelve (12) weeks of unpaid leave for the care of a seriously ill family member. Such unpaid leave may be taken only once each twelve (12) month period.

### **Section 9 - Notification of Early Return from Leave of Absence**

An employee, who wishes to return from an approved leave of absence earlier than anticipated, shall provide reasonable advance notice to their Supervisor of the intended date of return.

## **Section 10 - Labor and Industries Leave**

The Employer agrees to prorate an employee's sick leave to supplement industrial insurance compensation so that both combined will equal the employee's regular salary.

The employee has a right to elect to either prorate their sick leave for full compensation by endorsing to the Employer the time loss check(s) received from the Department of Labor and Industries or they may elect to only receive industrial insurance compensation (time loss). Such agreement must be in writing. If an employee applies for industrial insurance compensation and the claim is then or later denied, sick leave may be used for the absence.

## **ARTICLE X PENSIONS, HEALTH, HOSPITALIZATION AND LIFE INSURANCE**

### **Section 1 - Pensions**

Local 925 employees shall be credited with pension benefits as part of the SEIU Affiliate Pension Plan. Such pension benefits shall be credited to the employee when an employee transfers from SEIU to Local 925 or from Local 925 to SEIU.

### **Section 2 - Insurance Benefits**

The Employer agrees to the following benefit coverage (to include dental, prescription, vision, life, long term disability, health and hospitalization, optional accidental death and dismemberment and optional increased life insurance benefit):

- a. **Full Benefits Package** The Employer shall maintain the "Full Benefits Package" available through the State of Washington's Public Employee Benefits Board (PEBB).
- b. **Employer Paid Coverage** The Employer will pay one hundred percent (100%) of all full time and part time employees and family health and hospitalization, dental, vision, and prescription premium costs.
- c. **Domestic Partners** The Employer will pay one hundred percent (100%) of the health and hospitalization, dental, vision and prescription costs for same sex domestic partners and their dependent child(ren), provided the employee and the domestic partner meet eligibility requirements of the PEBB.  
Employees whose opposite sex domestic partners and their dependent child(ren) otherwise meet the PEBB eligibility criteria to establish domestic partner status, shall be paid the monthly amount equal to the PEBB premiums that would be paid for spouse and/or dependent coverage under the plan in which the covered employee is a participant.
- d. **Reimbursement of Premium Costs** If an employee chooses to be covered by a spouse's or domestic partner's health and hospitalization plans, the Employer will reimburse to the employee the cost of the premiums paid by the spouse or domestic partner, up to the cost of the plans provided to the other employees.

- e. **Life Insurance** The Employer shall pay one hundred percent (100%) of the premium costs to provide benefits per the PEBB.
- f. **Long Term Disability** All employees are required to purchase long term disability at sixty percent (60%) of monthly gross wages.
- g. **Optional Insurance** Employees have the option to purchase additional life insurance and accidental death and dismemberment insurance.

### **Section 3 - Flexible Spending Accounts (Section 125 Plans)**

- A. **Dependent Care Flexible Spending Account** The Employer will make available to employees a Dependent Care Flexible Spending Account to allow for payment of qualified dependent care costs on a pre-tax basis. The maximum employee contribution level shall be two thousand five hundred dollars (\$2,500.00) per year if the employee is not married and files a Single return with the IRS, and five thousand dollars (\$5,000.00) per year if the employee is married and files a Joint tax return with the IRS.
- B. **Medical Cost Flexible Spending Account** The Employer will make available to employees a Medical Cost Flexible Spending Account to allow for payment of qualified out-of-pocket medical costs on a pre-tax basis at a maximum employee contribution level of five thousand dollars (\$5,000.00) per year.

### **Section 4 - COBRA Continuation of Coverage**

The Employer intends to comply with the Consolidated Omnibus Budget Reconciliation Act of 1985 with respect to the obligations imposed therein, regarding the temporary extension of health care coverage. In the event the law is modified, the Employer will comply with those changes.

### **Section 5 – Waiver Fee**

If an employee chooses to be covered by a spouse's health and/or hospitalization plan and does not need reimbursement for premium costs, the Employer will pay a waiver fee of \$1000 to be paid in two (2) payments of \$500 each, one (1) in January and one (1) in July of each year, or immediately after starting on payroll for a new hire and again six (6) months later.

### **Section 6 - Retirement Savings**

The Employer agrees to make available a 401K plan for contributions by employees. The Employer agrees to pay the administrative costs associated with the plan.

### **Section 7 - Washington State Paid Family and Medical Leave**

Commencing January 1, 2020, employees shall be eligible to receive Washington Paid Family and Medical Leave (WPFML) under the Washington State Family and Medical

Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours within the past calendar year. Such leave shall be used consecutively with the employee's other leave entitlements unless the employee elects otherwise, unless the statute prohibits otherwise.

The Employer shall use the state insurance as the carrier for WPFML. Effective upon ratification of this Agreement, the Employer shall remit to the State of Washington, on behalf of each bargaining unit employee, up to .4% of the premium collected by the State of Washington in lieu of payroll deduction for participation in the Washington State Paid Family and Medical Leave Plan.

## **ARTICLE XI GRIEVANCE AND ARBITRATION PROCEDURE**

### **Section 1 - Grievance Defined**

A grievance, within the meaning of this Agreement, shall be any complaint by one (1) or more employees, which involves the interpretation or application of, or compliance with, the provisions of this Agreement. All grievances shall identify the Article(s) and Section(s) of the Agreement alleged to have been violated and shall specify the remedy requested.

### **Section 2 - Procedure**

A grievance shall be processed as follows: An employee or employees shall file the grievance in writing not later than twenty (20) calendar days after the date of the event upon which the grievance is based, or the date on which such event should reasonably have become known. The grievance shall be delivered in person, or sent by mail, email, and/or fax to the employee's supervisor, provided that at the option of the Union, Step 1 may be bypassed, in which case the grievance shall be filed at Step 2.

#### **Step 1 - Immediate Supervisor**

Within eight (8) working days after receipt of the grievance referred to above, the immediate supervisor shall initiate a conference call or meeting with the grievant and their Union steward for the purpose of attempting to resolve the grievance. Within five (5) working days after the grievance meeting, the grievant shall be sent by mail, e-mail, fax and/or hand-delivered, a written response by the designated Employer representative. A copy of that response also shall be sent to the Union.

#### **Step 2 - Local 925 President or Designee**

If the grievance is not resolved at Step 1, the Union may file the grievance at Step 2 with the Local 925 President or designee. The grievance will be timely at Step 2 if it is filed, by service in person, by mail, by email and/or fax, within eight (8) working days after receipt of the Employer's Step 1 response. Within eight (8) working days after receipt of the Step 2 grievance, the Employer shall initiate a conference call or meeting with the grievant and their Union representative in an attempt to resolve the grievance.

Within eight (8) working days of that conference call or meeting, the Employer shall provide the grievant a written response by mail, hand delivered, e-mail and/or fax. A copy of that response shall also be furnished to the Union.

### **Step 3 - Mediation**

If the grievance is unresolved at Step 2, Step 3 may be applied at the option of either party, provided that written notice of such desire is sent to the other party within eight (8) working days of receipt of the Employer's decision at Step 2. The Federal Mediation and Conciliation Service (FMCS) shall conduct grievance mediation as expeditiously as possible, with the goal of avoiding arbitration.

### **Step 4 - Arbitration**

**Request(s) for Arbitration** If a grievance is not resolved to the Union's satisfaction at Step 2 (or Step 3 if mediation was pursued), the Union may submit the grievance to arbitration, provided that a written request for arbitration must be sent by mail, hand delivered, e-mail and/or fax, to the Employer within twenty (20) working days after receipt of the Employer's Step 2 answer. Upon the Employer's receipt of such a timely request, the parties shall then jointly request a list of seven (7) impartial Arbitrators from the Federal Mediation and Conciliation Service (FMCS).

**Selection of Arbitrator** The parties shall then promptly select an Arbitrator pursuant to the Labor Arbitration rules of the AAA. The Union and Employer will make a good faith effort to work collaboratively to expedite arbitration.

**Arbitrator's Authority** The Arbitrator shall have no power to alter, amend, add to, or subtract from the provisions of this Agreement. The decision of the Arbitrator shall be final and binding on the Employer, the Union and the employee(s).

**Arbitration Fees** The fees and expenses of the Arbitrator and the AAA shall be borne equally by both parties, except that if any expenses are incurred because a party unilaterally withdraws a case, then that party alone shall bear any such expenses.

## **Section 3 - Miscellaneous**

- A. **Extensions of Time Limits** Extensions of the aforesaid time limits may be mutually agreed upon, and shall be confirmed in writing. Unless an extension is mutually agreed upon between the Employer and the Union, the time limits set forth herein shall be applicable.
- B. **Failure to Advance Grievance to the Next Step in Timely Manner** A failure by the Union or employee at any step of the grievance procedure to appeal a grievance to the next step within the specified time limits, shall be deemed an acceptance of the Employer's decision rendered at that step.
- C. **Failure of Employer to Respond in Timely Manner** A failure by the Employer at any step of the grievance procedure to initiate a conference call and/or meeting, or to

respond to a grievance within the specified time limits, shall result in the grievance being automatically moved to the next step with a written appeal from the Union.

- D. **Pay Status of Grievant(s) During Processing of Claim** Grievant shall not suffer any loss of pay for time spent attending an arbitration hearing and/or participating in Step 1, 2 and 3 meetings.

## **ARTICLE XII PERSONNEL FILES**

### **Section 1 - Employee Right to Review Personnel File**

An employee shall have the right upon reasonable request, to review the contents of their personnel file. There shall be only one personnel file per employee. A representative of the Union may, at the employee's request, accompany him/her in this review, or review said file, with written authorization from the employee.

### **Section 2 - Placement of Derogatory Material in Personnel File**

- A. **Acknowledgement of Receipt** Any material placed in an employee's personnel file shall be dated and shown to the employee. Should any material derogatory to an employee's conduct, service, character or personality be placed in their personnel file, the employee may acknowledge that they have read such material by affixing their signature to the actual copy to be filed, with the understanding that such signature merely signifies that they have been shown the material and does not necessarily indicate agreement with its contents.

In lieu of obtaining signed acknowledgment of receipt, the Employer may satisfy its obligation to provide copies of derogatory material to the employee by forwarding such material to an employee's last known address via the U.S. Mail, Certified, Return Receipt Requested. A receipt signed by anyone authorized to accept mail for the employee, shall signify that the employee has been shown the material, but the fact that he or she has been shown the material does not necessarily indicate agreement with its contents.

- B. **Right of Rebuttal** An employee shall have the right to answer any derogatory material of the type indicated in subsection A above, which is included in their personnel file and such answer shall be attached to the file copy.

## **ARTICLE XIII SENIORITY**

### **Section 1 - Accruals and Breaks in Service**

Seniority shall be computed from an employee's most recent date of hire with the Employer. Time spent on paid leave of absence shall for all purposes be counted in computing an employee's seniority. Time spent with the Employer in positions outside

the bargaining unit, and/or time spent with any SEIU Local, or the International SEIU and/or 9 to 5. National Association of Working Women shall be counted in determining an employee's seniority for purposes of computing salary and vacation entitlement only.

Continuous service shall not be broken by layoff up to one (1) year in duration and unpaid leaves of absence, and the time spent thereon shall not be counted in computing the seniority.

**Ties in Seniority** If two (2) or more employees have the same seniority, the relative order of seniority among them for purposes of this Agreement shall be determined by a drawing of lots.

Employees returning within one (1) year of separation retain previous seniority, including vacation entitlement, placement on wage scale and any other benefit legally allowed in order for the employee to be made whole.

### **Section 2 - Service Credit for Previous Experience**

With respect to new-hire placement for salary and vacation purposes previous work experience shall be considered in the following manner: Year-for-year paid experience with SEIU, other paid union work, SEIU leadership experience, rank and file wage rate, specialty skills or education, and internal equity.

**Collaboration and Consultation With Union** Prior to the hiring date of any new employee, the Employer will collaborate and consult with the Union as to the starting rate of the new hire.

## **ARTICLE XIV JOB POSTING AND VACANCIES**

### **Section 1 - Notification of Vacancies**

All bargaining unit members shall be notified by email (except for those on leave who shall be notified in writing, at their last known home address) of all bargaining unit vacancies, and of all newly created bargaining unit positions. The notifications shall include the location of the vacancy, the title of the position, a description of the position, and required qualifications. Such notification shall precede public advertisement.

### **Section 2 - Temporary Positions**

Temporary employee positions, as defined in this Agreement, shall not be subject to the requirements of Section 1 above. However, all bargaining unit members shall be notified of temporary positions by email prior to filling.



### **Section 3 - Posting of Regular Job Openings**

The Employer shall post all bargaining unit positions. For all bargaining unit positions, union members shall have five (5) working days from the date of the postmark or date stamp of a regular job posting to make application for the position.

### **Section 4 - Preference Given to Bargaining Unit Employees**

Preference shall be given to qualified bargaining unit employees when filling bargaining unit vacancies. Vacant bargaining unit positions shall be awarded to the applicant who is the most senior and qualified. Where qualifications are equal for the particular job posted, seniority shall determine the award. It is further agreed that qualifications will include factors such as the nature and location of the particular position and membership issues of affirmative action for people of color. In the event an employee is on layoff at the time a position becomes vacant, the provisions of Article XVI, Section 2 shall be applied.

### **Section 5 - Notice of Selection**

When the selection has been made to fill the vacancy, written notice to all represented applicants and to the Union will be made as soon as possible.

### **Section 6 - Position Conversions**

A vacancy shall be deemed to exist where an occupied temporary bargaining unit employee position becomes a permanent position, and shall be posted in accordance with Section 3 above. Where an existing non-bargaining unit position is reclassified as a bargaining unit position and the reclassification was based upon functions, which the incumbent had been successfully performing. The incumbent holding the position shall be entitled to remain in the position.

## **ARTICLE XV REORGANIZATION, LAYOFF, AND TRANSFERS**

### **Section 1 - Reorganization**

The Employer retains the right to reorganize its operation provided that the Employer agrees to meet with the Union thirty (30) days prior to any major reorganization, to discuss the impact any such reorganization would have on members of the bargaining unit.

### **Section 2 - Layoff**

- A. **Notification and/or Notification Pay** Any permanent employee to be laid off shall be given four (4) weeks notice or four (4) weeks pay, or any combination equaling four (4) weeks. Any temporary employee to be laid off shall be given two (2) weeks notice or two (2) weeks pay, or any combination equaling two (2) weeks. In addition, Article V, section 5 shall apply.

- B. **Layoff Procedure** Should the Employer have to reduce the number of employees in a job classification, the employees in that job classification at that work location may volunteer for the layoff by seniority, with the understanding that the voluntary employee will have recall rights, and that approval will be based upon the remaining employees being able and qualified. If no employee volunteers for the layoff, then the Employer shall identify for lay off the least senior employee in that classification, provided that the remaining employees are able and qualified.
- C. **Bumping Rights** Employees will enjoy displacement rights by seniority within job classification, and then by pay grade, if able and qualified to do the job. Employees identified for layoff may bump a permanent employee with the least seniority holding a position for which the bumping employee is qualified and does not result in a promotion. The employee shall have ten (10) days from the date of the layoff notice to decide whether to exercise their bumping option, if one exists.
- D. **Recall Rights** Employees who have completed their probationary period and are laid off shall be maintained on a recall list for one (1) year from layoff date. Whenever job openings occur, such employees will be recalled to any position for which they are able and qualified on a seniority basis. If an employee refuses a recall to a position for which she/he is qualified, the employee is dropped from the recall list.
- E. **Recall to Different Job Classification** If the recall is to a different job classification, there will be a trial period of three (3) months, during which either the employee or the Employer may choose to return the employee to layoff status.
- F. **Recall to Different Work Location** If the position offered is at a different work location from which the employee was laid off, they do not have to accept it in order to remain on the recall list. The recall offer shall remain in effect for fourteen (14) days. It is agreed that qualifications may vary depending upon the remaining work at the work location.
- G. **Layoff During Leave of Absence** No employee may be laid off while on approved unpaid leave of absence. However, notice may be given to an employee while they are on leave. Upon the employee's return to work, the remaining notice time shall be served out or pay given pro rata in accordance to paragraph one of this Section.

### **Section 3 - Transfers**

- A. **Assignment of Work Locations** The Employer retains the right to assign employees to work locations as needed, and to transfer employees from one work location to another, except to the extent limited by this Agreement. The employer will, to the best of its ability, consider the needs of the employee(s) as well as the organization in making assignments. It is agreed that there shall be no involuntary transfers in lieu of discipline. Employees who refuse a transfer shall not be terminated, but may be subject to layoff with rights to recall.
- B. **Notification of Temporary Transfers** Employees shall be given two (2) weeks notice, if possible, but a one (1) week minimum notice of any temporary transfer that does not require permanent relocation of an employee's residence, and the employee

shall be informed of the expected duration of the assignment. An employee temporarily transferred for more than two (2) months shall accrue an additional day of vacation leave for each month thereafter while temporarily transferred.

- C. **Notification of Permanent Transfers** Employees shall be given three (3) weeks notice of any permanent transfer that involves a change of residence. Employees with four (4) or more years seniority shall only be subject to one (1) permanent transfer during the life of this contract.
- D. **Moving Time, Expenses and Temporary Lodging** Employees who are permanently transferred shall be given reasonable time off with pay to relocate to their new assignment. They shall be reimbursed for the reasonable cost of permanent transfer moving expenses, including new utility start up costs, and the itemized costs of a broken residential lease, provided that all necessary documentation is provided to the Employer. They shall be reimbursed up to two (2) weeks of temporary housing at their new work location for the purpose of finding permanent housing.

Employees who are permanently transferred shall be permitted at the Employer's expense to have their principal domestic partner accompany them on one (1) trip to the new work location at the beginning of such an assignment, for the purpose of selecting a permanent residence.

- E. **Relocation in Midst of Training Period** During the period of an employee's initial training, the Employer shall pay for the reasonable cost of relocating an employee to the site of a new assignment and up to two (2) weeks for temporary housing at that new location.

## **ARTICLE XVI PART-TIME EMPLOYEES**

### **Section 1 - Part-time Employees Covered by Agreement**

The terms of this Agreement shall apply to permanent part-time employees in the bargaining unit, unless specifically provided otherwise.

### **Section 2 - Definition of Part-Time Employee**

A permanent part-time employee is one who regularly works less than forty (40) hours per week.

**Step Increases** Part-time employees shall receive step increases in wages on the basis of calendar months of service.

**Benefits** Permanent part-time employees shall receive prorated vacation, holiday, and sick leave benefits, and any other benefits extended to full-time employees including fully paid health and welfare coverage, except that employees working less than twenty (20) hours per week shall be excluded from the group health insurance and dental benefits.

**ARTICLE XVII DISCIPLINE  
AND DISCHARGE**

**Section 1 – Just Cause**

It shall be the right of SEIU Local 925 to discipline or discharge any employee for just cause, and to make and publish policies and rules consistent with the terms of this Agreement. The parties agree that included within the concept of just cause is the principle that disciplinary action will be corrective and progressive in nature and the employees will be apprised of the conduct requirements, and of the consequences of violation of them. Management will give the employee formal advance warning of poor performance and an opportunity to improve prior to suspension, demotion, or discharge for disciplinary reasons. The parties agree that violations of the non-discrimination clause or policy are considered just cause and subject to the corrective action process. The parties recognize that for some serious offenses, progressive corrective action is inappropriate and that final warning, suspension without pay, or discharge from employment may be warranted.

Prior to dismissal, a pre-determination meeting will be scheduled to give the employee an opportunity to present their case before the final decision is made. The employee has the right to have a Union representative present at the pre-determination meeting.

**Section 2 - Corrective Action**

This section is applicable only to performance issues which are susceptible to improvement, given notice and opportunity to correct problem areas. Examples of such problem areas include, but are not limited to, substandard productivity or quality of work; unexcused tardiness or absences; working overtime or flex time without authorization from the immediate supervisor. In these circumstances the employer will follow the corrective action procedure described below.

Step 1. Informal Counseling. Informal discussion between employee and immediate supervisor. The supervisor will follow up on the discussion in writing. Verbal counseling is not documented in the employee's official personnel file except as an attachment to documentation of later steps in the disciplinary process.

Step 2. Formal Counseling. Formal counseling including a written Action Plan. The Action Plan will identify specific problem areas, performance objectives, suggestions for remedying, and a timeframe for improvement. The Action Plan will be provided to the employee five (5) business days before the counseling; however, the parties may agree to hold the counseling meeting less than five days after the Action Plan is provided. The employee has the right to have a union representative present for this meeting.

Step 3. Final Counseling. Final counseling, including Action Plan discussion and revision, where appropriate. The employee has the right to have a union representative present for this meeting.

A decision-making period of one (1) day of unpaid time away from work for the employee to consider the consequences of failure to follow the Action Plan may be used at this step.

Step 4. Termination. Failure to meet the objectives of the Action Plan by the established time frame may result in termination.

### **Section 3 - Investigatory Meetings**

An employee shall have the right to have representation by a Union Steward, either in person where one is based at the employee's work location, or by conference call, in any meeting with the Employer, which is investigative in nature and could lead to disciplinary action being imposed on the employee.

### **Section 4 - Removal of Disciplinary Notices From Personnel File**

The Employer agrees to remove, from each employee's personnel file, warning notices or disciplinary entries for incidents of unsatisfactory performance for which there has been no recurrence for one (1) year. Any notice or entry so removed shall not be utilized against the employee in any grievance or arbitration proceeding.

## **ARTICLE XVIII AUTOMOBILE EXPENSES**

### **Section 1 - Car Allowances, Mileage and Parking Reimbursement**

The Employer agrees to provide all staff that are required to use a car for business purposes, \$340.00 per month car allowance. Employees shall also receive:

1. Seventy-two percent (72%) of the Internal Revenue Service rate per mile for each mile driven for business purposes up to 7500 miles, and
2. Eighty-five percent (85%) of the Internal Revenue Service rate per mile for each mile driven for business purposes above 7500 miles.

Employees shall be responsible for strict accounting of all business mileage utilized. The Employer shall provide a form for employees to utilize in accounting for business mileage.

The Employer shall, in addition to the above, reimburse employees for tolls and parking fees incurred during business usage.

MRC Organizers required to use their car on a regular basis, will receive the car allowance.

## **Section 2 - Mileage Reimbursement for Non-Field Staff**

Employees not receiving car allowances shall be reimbursed at the Internal Revenue Service rate per mile for each mile driven on their personal car when used for business purposes.

## **Section 3 - Car Allowance Advance**

Employees who so desire may request and receive an advance payment of their car allowance of up to \$2000.00 for the purpose of making a down payment on a car, or three (3) months advance for car repair where the employee regularly utilizes the automobile in the course of business. Employees may use this advance only for the purchase of American-made cars. Such advances shall be returned in equal monthly reduction of the car allowance over a period not to exceed eighteen (18) months.

## **Section 4 - Car Rental**

When employees are authorized to rent an automobile, the Employer will either arrange for direct billing or reimburse an employee for such rental. In 2012, the Employer will work to establish a direct bill account with a car rental agency.

# **ARTICLE XIX EXPENSE REIMBURSEMENT**

## **Section 1- Reimbursable Expenses**

All business expenses incurred by the employee which are not covered in this Agreement including, but not limited to, meeting expenses, and postage shall be submitted for reimbursement under the procedures established by the Employer.

An employee whose time sheet and/or Beck report has not been turned in to her/his supervisor within twenty-one (21) days from the last day of the week of that time sheet, shall be deemed to be late. If not timely filed, no individual checks will be cut on short notice and the employee may be subject to progressive discipline.

If the time sheets and/or Beck reports are not turned in by the twenty-one (21) day deadline, the supervisor has the right to deny requests for time off (vacation, relief time, and holiday make-up time) until the receipt of time sheets is up-to-date. This deadline and subsequent denial of time off may be waived at the discretion of the supervisor in exceptional circumstances.

The Employer recognizes its responsibility to reimburse expenses in a timely manner. Reimbursement will not be made for expenses submitted more than sixty (60) days from the date expenses were incurred, except under unusual circumstances and at the discretion of the supervisor.

## **Section 2 - Business Meals**

When it becomes necessary to take other people to meals for business purposes, whether out-of-town or in the employee's local working area, the expense shall be reimbursed to the employee. Such expenses shall be kept to a reasonable amount and fully reported as established by the Employer. If several people are attending, the employee should obtain prior approval from their supervisor to incur this expense.

## **Section 3 - Theft or Damage of Personal Property**

The Employer shall reimburse for theft or damage of an employee's personal property which occurs while the employee is on business, whether in their local working area or on out-of-town assignment, in an amount not to exceed three hundred and fifty dollars (\$350) in any one year, with reasonable and proper documentation provided that reasonable caution was taken by the employee. An employee's insurance coverage shall be utilized prior to implementation of this provision.

If the employee chooses not to utilize his or her own insurance coverage to cover the theft or damage in such instances, the employer will reimburse the amount of the theft up to the amount of the employee's insurance deductible, but not in excess of three hundred and fifty dollars (\$350) in any one year.

## **Section 4 - Use of Personal Funds for Office Expenses**

Employees shall not be required to advance their personal funds for office expenses incurred in the normal course of business.

## **Section 5 - Employee Daily Meal Reimbursement**

An employee shall be considered eligible for a meal reimbursement if: he or she is outside of a sixty (60) mile radius from either home, or the primary office of the employee, or in the field for six or more consecutive hours and twenty (20) or more miles from the nearest accessible SEIU Local 925 office.

This distance shall be determined by an internet-based mapping program, utilizing the shortest route.

An employee shall be allowed to expense, if eligible, up to three (3) meals per week. Additional meal reimbursements may be approved by the immediate supervisor. All submissions for expense reimbursement must be accompanied by proper documentation. Documentation must include itemized receipts and purpose of the expense.

## **Section 6 – Out of Town Employee Meal Allowance**

The employee shall be reimbursed the reasonable cost of meals during the period while out of town on Employer business not to exceed \$64 (sixty-four dollars) or the average Federal per diem daily rate, whichever is more. The average Federal rates can be found here at : [www.gsa.gov](http://www.gsa.gov). All submissions for expense reimbursement must be

accompanied by proper documentation. Documentation must include itemized receipts, purpose of the expense, and a list of all those for whom meal expenses are incurred.

### **Section 7 - Definitions of Out of Town Assignments**

An employee shall be considered to be on short term out of town assignment for a period of one (1) day up to four (4) weeks. An employee shall be considered to be on long term out of town assignment after four (4) weeks.

### **Section 8 - Review of Long Term Out of Town Assignment**

The Employer, the Union and the employee shall confer at six (6) and twelve (12) months after the beginning of a long term out of town assignment, to consider whether the assignment should be changed to a transfer.

### **Section 9 - Long Term Housing and Food**

An employee with a long term out of town assignment shall have their own hotel room or residence. When on long term out of town assignment, the employee shall seek on work time the most cost effective and suitable lodging, including cooking facilities, which shall be approved by the Employer. When the employee has kitchen facilities, the employee shall be provided with kitchen utensils or a one (1) time payment of up to one-hundred dollars (\$100.00) for kitchen utensils, which shall be the property of the Employer. All submissions for expense reimbursement must be accompanied by proper documentation. Documentation must include itemized receipts and purpose of the expense.

The employee shall be entitled to a one (1) time payment of up to one hundred and fifty dollars (\$150.00) for staple groceries, cleaning supplies, etc. In addition, the employee shall receive up to two-hundred dollars (\$200.00) per week for purchase of groceries and/or restaurant dining. In such situations, employees shall not receive the daily per diem meal allowance provided for in Section 6, above. All submissions for expense reimbursement must be accompanied by proper document. Documentation must include itemized receipts and purpose of the expense.

When an employee volunteers to house another co-worker, leader, or other union-related person for at least one (1) night and less than one (1) month, the employee shall be paid a ten dollar (\$10.00) per diem for each night, retroactive to the first night. If this arrangement continues for more than one (1) month, the Employer and the employee who is offering the lodging shall agree upon a reasonable monthly rate.

### **Section 10 - Direct Billing**

Whenever possible, expenses for travel, lodging, meeting rooms and rental cars shall be directly billed to the Employer.



## **Section 11 - Cash Advances for Out-of-Town Travel**

Upon timely request to the Secretary-Treasurer, the Employer shall provide for a cash advance prior to out-of-town travel. Such advances shall be repaid or accounted for when expense reports are submitted for such travel. Any funds not accounted for must be returned to the local in the form of a check made payable to SEIU 925 no later than thirty (30) days after the advance. Failure to account for or return unused funds will result in the total amount due being withheld from the following paycheck.

## **Section 12 - Home/Family Visits While on Temporary Transfer**

The Employer shall bear the expense of transportation to allow the employee on temporary transfer to return home when possible on every other weekend or other mutually agreeable days after the assignment begins. If work assignments require the employee to work on such a weekend, then mutually agreed upon alternate arrangements shall be made.

The employee may elect, in lieu of such return home, to have their significant other travel to the employee's place of work location at the Employer's expense. Such travel cost for the employee's significant other shall consist only of airfare, train fare or automobile mileage expenditure and shall not occur more than once a month.

## **Section 13 – Employee & Family Support Funds**

**13.1 Childcare/Eldercare Fund:** The Employer shall reimburse reasonable child and dependent care expense for actual documented payments which require additional childcare and/or dependent care expenditures. Such childcare and dependent care reimbursement shall have a maximum of five hundred dollars (\$500.00) per employee per calendar year.

**13.2 Student Loan Debt:** The Employer shall contribute three hundred (\$300) dollars per bargaining unit employee into a fund each year for the purpose of supporting employees and their families with student loan debt. At the end of each contract year, employees who have completed two (2) years of service with SEIU Local 925, may apply for reimbursement of student loan expenses attributed to themselves or their children. The Employer and the Union shall meet to determine an equitable distribution of the funds based on the following descending order of guidelines. Should the number of applicants result in insufficient funds to meet the \$600 limit for employee debt, the total budget allocation shall be divided among staff, not to exceed the total debt paid in the current year for each applicant employee's education debt.

- 1) Payment of employee's debt up to \$600 per eligible employee.
- 2) Payment of employee's debt incurred on behalf of their child(ren) up to \$300 per eligible employee.
- 3) Remaining funds to be equitably divided not to exceed total of debt paid in the year for each eligible employee's employee debt.
- 4) Remaining funds to be rolled-over to subsequent year.

- 5) Employees shall submit documentation to the Secretary-Treasurer no later than November 15 of each year for the previous 12-month period.

#### **Section 14 - Overnight Travel**

When an employee is required to stay overnight for three (3) nights or more, the employee shall have their own individual room.

#### **Section 15 - Home Office Expenses**

An employee may be assigned to a base office (defined as a location where the local has a physical office) by their direct supervisor.

Employees who are not assigned a base office and so must work out of their homes shall be provided a computer, printer/fax/copier (all-in-one), a good chair, file drawers, as needed. Purchases of office supplies shall be handled centrally whenever possible. All submissions for expense reimbursement must be accompanied by proper documentation. Documentation must include itemized receipts and purpose of the expense.

In addition, the Employer will provide employees who do not have an assigned business office, a \$300.00 allowance per year for costs incurred as a result of working out of the employee's home. The \$300.00 will be paid in January of each year. In the event the employee leaves employment during the year, they will repay the Employer the amount of the allowance that is unused.

At the discretion of the supervisor, an employee may be directed to work from the physical base office to ensure quality member experience.

#### **Section 16 - Reassignment Advance**

Whenever an employee is temporarily reassigned, the employee shall upon request, receive a minimum of one hundred dollars (\$100.00) advance to help offset any miscellaneous costs. Any money that is spent but not receipted will be deducted from the employee's pay.

#### **Section 17 - Bus Passes**

Employees who do not receive a car allowance shall be entitled to reimbursement for a monthly bus pass which reflects the trip value of the employee's commute between home and their assigned base office.

#### **Section 18 – Communication Technology Allowance**

The Employer agrees to provide all staff that are required to have a cell phone for business purposes \$125 per month technology allowance. To receive the allowance, employees will be expected to have a smart phone that includes a sufficient data plan,

kept current with security updates, pass code protected, with voice messaging, camera, text messaging, calendar, email capability to run updated versions of the applications that the employer deems necessary.

Employees using their personal cell phone for work agree to delete work e-mail, member, and employer related data upon separation from employment and will not receive a final paycheck until this has been demonstrated to the employer's satisfaction. Employees are required to check voice messages and respond to work related items within a reasonable amount of time. The Employer may require verification of cell phone bills and usage at any time.

## **ARTICLE XX STAFF DEVELOPMENT**

### **Section 1 - Policy**

It is the policy of the Employer to support the ongoing training and education of its employees in the various skills, knowledge and abilities, which aid employees in their job performance and enhance their promotional opportunities.

### **Section 2 - Reassignment Orientation**

All employees who are reassigned with a significant change in job responsibilities shall receive up to forty (40) hours of training, depending upon the employee's prior experience.

### **Section 3 Staff Development Fund:**

The Employer and the PNWSU shall allocate an appropriate amount of funds each contract year to support the staff development needs of PNWSU members. At the end of each contract year the committee shall report to the Employer and the PNWSU the amount of staff development funds utilized.

Each contract year the Employer shall allocate at least eight thousand dollars (\$8,000) for PNWSU member staff development.

Each contract year the PNWSU shall allocate at least three thousand dollars (\$3,000) for PNWSU member staff development.

The fund shall be accessed to support the staff development needs as determined through Local-wide development plan, classification development plans, individual staff development plans and ad hoc staff development opportunities requested by PNWSU members to the staff development committee. Time spent attending staff development opportunities shall be considered paid time.

#### **Section 4 – Joint Staff Development Committee:**

The Joint Staff Development Committee, made up of Labor/Management Committee participants, shall discuss, design, publish and implement the appropriate use and allocation of the Joint Staff Development Fund in service to the mission of the organization. The committee shall also receive requests from PNWSU members, review the relevance/appropriateness of requests and approve the use of staff development funds. Approval for use of staff development funds shall be guided by the relevance of the request to the individual's knowledge, skill, and ability development within the organization. The committee shall respond in writing to requests for use of staff development funds, including a rationale for approval, denial or alteration.

The staff development committee shall discuss and explore the development of a mentoring/shadowing program.

#### **Section 5 - Annual Professional Development Plans:**

The Employer shall, in collaboration with PNWSU through the staff development committee, develop a written training plan for each classification. All development plans will include OE&I. In addition to classification-wide plans, individual employees will develop a written annual staff development plan in collaboration with their immediate supervisor that provides at least one training opportunity per year. Such plans may include:

- Seminars, courses and conferences not sponsored by SEIU
- Training offered by SEIU, but not sponsored by the Employer
- Other courses or opportunities that provide knowledge, skill, and/or ability improvement

This section shall not preclude participation by employees in Local 925 or SEIU sponsored trainings.

#### **Section 6 Alternate Staff Development Opportunities:**

None of the previous sections shall preclude the Employer or PNWSU to fund staff development from alternate funding sources.

#### **Section 7 – OE&I Joint Training Fund**

The employer and staff union strive to provide the necessary tools and resources to dismantle systemic power structures that disenfranchise and disempower oppressed groups. A joint PNWSU and SEIU Local 925 training fund will be established and the funds will be administered by the joint OE&I committee in Article XXIV, Section 2 Standing Committee.

Each contract year the Employer shall allocate at least two thousand five hundred dollars (\$2,500) for OE&I staff development.

Each contract year the PNWSU shall allocate at least one thousand five hundred dollars (\$1,500) for OE&I staff development.

### **Section 8 - Accountability**

Upon completion of staff development opportunity approved by the joint staff development committee, the employee and the supervisor shall meet to discuss the best opportunity to apply the new knowledge, skill and ability. Upon completion, the employee shall submit a written evaluation of the staff development opportunity to the staff development committee.

The costs of the course shall be paid directly by the joint staff development fund, subject to the timely submission by the employee. The costs of the course shall be borne by the employee if the employee drops the course without prior approval. If the amount is not reimbursed by the employee in a reasonable length of time, such amount shall be deducted from the employee's paycheck in pro rata amounts. Should the employee terminate employment prior to repayment of the full amount due, the Employer shall deduct the remaining monies owed from the employee's last paycheck.

## **ARTICLE XXI CODE OF ETHICAL PRACTICES**

SEIU supports the strong commitment of its leaders, staff and members to the highest ethical standards in all their dealings on behalf of the membership. An ethical culture is an essential part of SEIU's identity and its mission of justice for all.

SEIU Local 925 has implemented a Code of Ethical Practices and Conflict of Interest Policy. Local 925 shall appoint and maintain an Ethics Liaison. Staff are encouraged to contact the Liaison with any questions of ethical practices.

The policy strengthens the SEIU Local 925 ethics rules, practices and enforcement standards and thus enhances the Local's ability to accomplish its important mission. All SEIU Local 925 staff must review, agree to and sign the ethics policy as a condition of employment.

## **ARTICLE XXII NONDISCRIMINATION**

The Employer and the Union agree that the provisions of this Agreement shall be applied without discrimination on the basis of race, color, sex, marital status, parental status, religious expression (or lack thereof), sexual orientation, gender identity and expression, age, national origin, ethnic background, immigrant or refugee status, veteran's status, economic class, the presence of sensory, mental or physical disability, language spoken, accent, political beliefs or affiliation, membership in the Union, or participation in the activities of the Union or any other discrimination prohibited by law.

**ARTICLE XXIII  
AFFIRMATIVE ACTION**

The Employer and the Union jointly recognize the desirability of increasing employment opportunities for minority groups, women, Local 925 and SEIU members. Both parties see Affirmative Action as an ongoing process and will pursue a program of recruitment, retention and training with emphasis on career advancement.

**ARTICLE XXIV  
JOINT ORGANIZATIONAL EQUITY AND INCLUSION COMMITTEE**

**Section 1 - intent**

We are committed to developing an organizational culture and work environment that seeks to eliminate bias, a workplace free of harassment and disparaging remarks regarding oppressed groups. To this end, a committee will be established to engage in ongoing planning and development that supports organizational equity and inclusion.

**Section 2 - Standing Committee**

A standing committee of the Union and the Employer shall be formed, which shall consist of up to three (3) designees from Local 925 and up to three (3) designees from PNWSU. This committee will engage the local on issues including but not limited to, training, development, and employment practices.

**ARTICLE XXV  
JOINT LABOR-MANAGEMENT COMMITTEE**

**Section 1 - Intent**

It is the intent of the Union and the Employer to establish avenues of communication and an ongoing dialogue between management and staff on major organization direction, staffing decisions, including the hiring of non-bargaining unit staff, and application of this Agreement. To this end, the parties agree to discuss the policy on communication whenever one party deems it necessary. Both parties recognize that the goal of this effort is to continue to develop a more democratic organization.

**Section 2 - Standing Committee**

In order to facilitate regular communication between the Union and the Employer, a Standing Committee shall be formed, which shall consist of the PNWSU President, or designee, the Local 925 President, or designee, and up to two other members for each team. This committee will have meetings on a bi-monthly basis regarding any issues either party desires to raise, including staffing issues.

### **Section 3 - Review/Revisions of Job Descriptions**

The parties will establish a Labor/Management Committee to review and revise the job descriptions, including job titles.

#### **ARTICLE XXVI SAVINGS CLAUSE**

In the event that any provision of this Agreement is finally held, or determined to be, illegal or void as being in contravention of any law, ruling, or regulation of any governmental authority or agency having jurisdiction of the subject matter of this Agreement, the remainder of the Agreement shall remain in full force and effect.

If any provision of this Agreement is held invalid, the Union and Employer further agree that they shall promptly enter into negotiations for the sole purpose of attempting to achieve a mutually satisfactory replacement for such provision.

#### **ARTICLE XXVII NO STRIKES OR LOCKOUTS**

It is agreed that neither the Union, its agents, or its members, individually or collectively, will authorize, instigate, cause or take part in any strike, work stoppage, picketing, sit-down, stay-in, slowdown, or any other willful curtailment or restriction of the Employer's operations. The Employer shall have the right to discipline (including the right to terminate the employment of) any employee or group of employees covered by this Agreement, who engage in any activity described above. The Union shall have the right to grieve and arbitrate the question of whether an employee did in fact participate in any such restricted activity and whether Employer discipline was fairly administered.

The Employer agrees that there shall be no lockout of employees during the term of this Agreement.

#### **ARTICLE XXVIII MAINTENANCE OF STANDARDS**

No employee shall suffer a reduction in wages or economic benefits as a result of the signing of this Agreement.

#### **ARTICLE XXIX MANAGEMENT'S RIGHTS**

Except to the extent expressly limited in this Agreement, the Employer retains the exclusive right to manage, operate and administer the affairs of Local 925 and to direct its work force.

**ARTICLE XXX**  
**UNION POLITICAL ACTIVITY**

The Union agrees not to participate as an organization in any International Union or Local Union election by supporting or endorsing any candidate or by any other means. PNWSU members shall not be compelled to support any candidate in any election for officers of Local 925.

**ARTICLE XXXI**  
**NON-DISPARAGEMENT OF EMPLOYER**

The employer maintains a high public profile and duties of many employees will often include tasks sensitive to the Employer. Employees are responsible for any public statements relating to SEIU 925, SEIU, or SEIU partner organizations. This article is not intended to restrict the political speech of employees while off duty, but instead to expressly prohibit public disparagement of the employer.

Employees using SEIU 925's email system or equipment do not have a personal privacy right in their personal use of this system or equipment. No privacy or confidentiality can be expected in any personal email message and/or any document stored on SEIU 925 equipment, even if the message is marked "personal" or "confidential."

**ARTICLE XXXII**  
**NON-DISCLOSURE OF INFORMATION**

The employees agree that all non-public proprietary information including, but not limited to, the list of the Employer's members, files and working papers are confidential information and a unique asset of the Employer's service. Any questions related to information that may be construed as confidential may be subject to labor management discussion.

The employee will not, during or after the term of employment, disclose any of the above or any part thereof to any person, firm, corporation, association, or any other entity for any purpose whatsoever not approved by the Employer. In the event of a breach or threatened breach by the employee of the provisions of this Section, the Employer shall be entitled to an injunction restraining the employee from disclosing, in whole or in part, what has been disclosed or is threatened to be disclosed. Nothing herein shall be construed as prohibiting the Employer from pursuing any other remedies available to the Employer for such breach or threatened breach, including the recovery of damages from the employee.

**ARTICLE XXXIII**  
**HEALTH AND SAFETY**

**Section 1 - Commitment to Health and Safety**

The parties agree that all employees should have a safe and healthful work environment and that the employees will cooperate with the Employer's reasonable efforts to



achieve that result. To this end, the parties agree to work in labor management to update the health and safety policy.

### **Section 2 - Water**

The Employer shall bear the expense of providing environmentally friendly filtered water in all of the Employer's offices.

### **Section 3 – Wellness Program**

The Employer shall reimburse up to \$50/month, with an equal employee match and receipt, for fitness and wellness programs.

## **ARTICLE XXXIV TECHNOLOGY**

The Employer shall implement a computer/technology rotation schedule, beginning with the most defective devices. The amount budgeted per calendar year will be twenty-five thousand dollars (\$25,000).

The Labor-Management Committee will discuss other technologies and updates as needed.

## **ARTICLE XXXV PERFORMANCE EVALUATIONS**

The main purpose of formal performance evaluations is to set goals and objectives for each employee on an annual basis at the end of each year, as well as to identify employee strengths and weaknesses in order to help employees improve their job skills and performance and to encourage job promotion. Each employee's evaluation shall be done in conjunction with the annual planning process for Local 925.

Supervisors will conduct the formal performance evaluations except in unusual circumstances, when a lead worker may be assigned to do specific employee evaluations.

In every case, employees will have opportunities to review their performance evaluations and respond in writing. Should an employee disagree with their evaluation, such objections shall be subject to the grievance procedure up to but not including arbitration. Should the objections be found to have merit, the employee's personnel file shall be changed to reflect the agreed upon changes. Such responses will be attached to the evaluations in the employee's personnel file.

## **ARTICLE XXXVI TERM OF AGREEMENT**

This Agreement shall be effective as of January 1, 2020, and shall continue in full force and effect through December 31, 2019, and shall be automatically renewed from year to year

unless either party serves notice, in writing, at least sixty (60) days prior to the expiration date of a desire to change, modify or terminate this Agreement. In the event either party serves notice with respect to changes in or modification or termination of the Agreement, it is agreed that the parties shall begin negotiations promptly.

**IN WITNESS WHEREOF, the Parties hereto have executed this Agreement:**

Dated this 2nd day of March 2023.

**FOR SEIU LOCAL 925:**



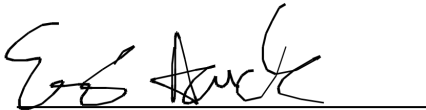
Patricia Schroeder, President



Marilyn Botcheos, Secretary Treasurer



Sarah Bright, Growth Organizing Director



Erin Haick, Political Director



Binah Palmer, Communications Director

**FOR PNWSU:**



Rion Peoples, Chapter President



Aaron Horton, Chapter Vice President



Mickey Shin, Chapter Communications Officer



Rose Powers, Chapter Organizational Equity  
and Inclusion Officer



Erika Currier, Chapter Bargaining Team



Grant Engle, Chapter Bargaining Team



Damian Kent, Chapter Bargaining Team

**APPENDIX A CLASSIFICATION AND  
SALARY SCALE**

**CLASSIFICATIONS & GRADES**

<b>Grade 1</b>	<b>Receptionist</b>
<b>Grade 2</b>	<b>Administrative Analyst</b>
	<b>Organizing Support Specialist</b>
	<b>Member Resource Center Intake Specialist</b>
<b>Grade 3</b>	<b>Bookkeeper</b>
	<b>Data Analyst</b>
<b>Grade 4</b>	<b>External Organizer</b>
	<b>Internal Organizer</b>
	<b>Community Organizer</b>
	<b>Member Resource Center Organizer</b>
	<b>Political Organizer</b>
	<b>Legislative and Public Policy Coordinator</b>
	<b>Executive Assistant</b>
	<b>Communications Organizer (General)</b>
	<b>Communications Organizer (Online, New Media, Email Organizing and Member Engagement)</b>
	<b>IT &amp; Communication Systems Administrator</b>
	<b>Researcher</b>
	<b>Member Innovations Organizer</b>

**APPENDIX A.1**  
**CLASSIFICATION AND SALARY SCALE**  
**EFFECTIVE JANUARY 1, 2023 THROUGH DECEMBER 31, 2023**

*~reflects a 4.0% increase from 2022 and  
gradual elimination of two steps ~*

Staff on Step 1 or 2 as of December 31, 2022, will move to Step 3 (Transition Step A) on January 1, 2023, and to Step 4 (Transition Step B) on their 2023 Anniversary date.
Staff on Step 2 as of December 31, 2022, will move to Step 4 (Transition Step B) on their 2023 Anniversary date.
Staff on Step 3 as of December 31, 2022, will move to Step 5 (Transition Step C) on their 2023 Anniversary date.
Staff on Step 4 as of December 31, 2022, will move to Step 6 (Transition Step D) on their 2023 Anniversary date.
Staff on Step 5 as of December 31, 2022, will move to Step 7 (Transition Step E) on their 2023 Anniversary date.
Staff on Step 6 as of December 31, 2022, will move to Step 8 (Transition Step F) on their 2023 Anniversary date.
No staff were on Steps 7, 8, 9 (Transition Steps E, F, G) as of December 31, 2022.
Staff on Step 10 as of December 31, 2022, will move to Step 11 (Transition Step I) on their 2023 Anniversary date.

2023							
STEP	Transition Step	G2-hourly	G2-annual	G3-hourly	G3-annual	G4-hourly	G4-annual
1	-	23.34	48,547.20	27.02	56,201.60	27.54	57,293.14
2	-	24.52	51,001.60	28.36	58,988.80	28.92	60,151.19
3	A	26.75	55,637.50	30.97	64,420.10	31.58	65,677.56
4	B	28.10	58,449.66	32.51	67,621.63	33.15	68,952.50
5	C	29.49	61,348.35	34.11	70,952.96	34.80	72,390.32
6	D	30.97	64,420.10	35.81	74,478.98	36.54	76,004.38
7	E	32.51	67,621.63	37.60	78,199.68	38.36	79,794.62
8	F	34.11	70,952.96	39.50	82,158.34	40.28	83,776.09
9	G	35.81	74,478.98	41.48	86,268.42	42.29	87,957.03
10	H	37.60	78,199.68	43.54	90,573.18	44.40	92,345.74
11	I	39.48	82,115.07	45.72	95,094.27	46.62	96,963.02
20	T	40.47	84,170.11	46.86	97,473.79	47.78	99,387.10

*~Longevity Step: Beginning 20<sup>th</sup> year of employment with the Local according to the schedule above and Article V, Section 1 Step Increases.*

**APPENDIX A.2**  
**CLASSIFICATION AND SALARY SCALE**  
**EFFECTIVE JANUARY 1, 2024 THROUGH DECEMBER 31, 2024**  
*~reflects a 4.0% increase from 2023~*

2024						
STEP	G2-hourly	G2-annual	G3-hourly	G3-annual	G4-hourly	G4-annual
A	27.82	57,863.00	32.21	66,996.90	32.84	68,304.66
B	29.22	60,787.65	33.81	70,326.50	34.48	71,710.60
C	30.67	63,802.29	35.48	73,791.08	36.20	75,285.94
D	32.21	66,996.90	37.24	77,458.14	38.00	79,044.55
E	33.81	70,326.50	39.10	81,327.67	39.90	82,986.41
F	35.48	73,791.08	41.08	85,444.67	41.89	87,127.13
G	37.24	77,458.14	43.13	89,719.15	43.98	91,475.31
H	39.10	81,327.67	45.29	94,196.11	46.17	96,039.57
I	41.06	85,399.67	47.55	98,898.04	48.48	100,841.54
T	42.09	87,536.92	48.74	101,372.74	49.69	103,362.58

*~Longevity Step: Beginning 20<sup>th</sup> year of employment with the Local according to the schedule above and Article V, Section 1 Step Increases.*

**APPENDIX A.3**  
**CLASSIFICATION AND SALARY SCALE**  
**EFFECTIVE JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**  
*~reflects a 4.0% increase from 2024~*

2025						
STEP	G2-hourly	G2-annual	G3-hourly	G3-annual	G4-hourly	G4-annual
A	28.93	60,177.52	33.50	69,676.78	34.15	71,036.85
B	30.39	63,219.16	35.16	73,139.56	35.86	74,579.02
C	31.90	66,354.38	36.90	76,742.72	37.64	78,297.37
D	33.50	69,676.78	38.73	80,556.46	39.52	82,206.33
E	35.16	73,139.56	40.66	84,580.77	41.49	86,305.87
F	36.90	76,742.72	42.72	88,862.46	43.56	90,612.22
G	38.73	80,556.46	44.86	93,307.92	45.74	95,134.33
H	40.66	84,580.77	47.10	97,963.96	48.02	99,881.15
I	42.70	88,815.66	49.45	102,853.96	50.42	104,875.20
T	43.77	91,038.39	50.69	105,427.65	51.68	107,497.09

*~Longevity Step: Beginning 20<sup>th</sup> year of employment with the Local according to the schedule above and Article V, Section 1 Step Increases.*

## Pacific Northwest Staff Union Application for Membership

I hereby request and accept membership in Pacific Northwest Staff Union (herein PNWSU) and authorize my employer, and any subsequent employer who has entered into a Collective Bargaining Agreement with PNWSU, to deduct the correct amount of dues and fees and remit such dues and fees to the PNWSU. I authorize PNWSU to act as my exclusive representative in collective bargaining over wages, benefits, and working conditions. I accept the rights and responsibilities and benefits of Union Membership and I agree to abide by PNWSU's Constitution and Bylaws (a copy of which may not have been provided at the time of my signature but is available to me upon request).

Name (Print): \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Work E-Mail: \_\_\_\_\_

Job Classification \_\_\_\_\_ Date of Hire \_\_\_\_\_

### Authorization for Payroll Deduction:

I hereby request and authorize my employer to deduct from my wages all Union dues or fees as shall be certified by PNWSU in an amount equal to the regular monthly dues or fees uniformly applicable to members of PNWSU and of the specific PNWSU Chapter in which I am a member. This authorization is made in consideration for the cost of representation and other actions on my behalf by my Union. If this option is no longer available, I authorize the Union to contact me for an alternative payment method. This authorization shall remain in effect and shall be irrevocable unless I revoke it by sending written notice via US Mail to both the employer and PNWSU during the period not less than thirty (30) days and not more than forty-five (45) days before the annual anniversary date of this agreement or the date of termination of the applicable contract between the employer and PNWSU, whichever occurs sooner. This authorization shall be automatically renewed from year-to-year unless I revoke it in writing during the window period as stated above.

I certify that this authorization is made freely and without any interference, restraints or coercion from any person or persons whatsoever.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Union Security Notice

As a member driven, democratic organization, Pacific Northwest Staff Union (“PNWSU” or “the Union”) is funded by the members who make up the organization. Any employee working under a PNWSU collective bargaining agreement is entitled to hold membership in the Union. Being a member in good standing means that you must meet your financial obligations and pay the full periodic dues of the Pacific Northwest Staff Union as specified in the Union’s Constitution and Bylaws. Union members – and only Union members – are entitled to elect, run for, and hold executive chapter and parent organization positions, elect or serve as shop stewards, attend union calls and meetings, ratify collective bargaining agreements, and vote on constitutional changes – including, but not limited to, changes to our dues structure. As staff of a Labor organization, we strive for and value full union participation and encourage all staff to sign the Application for Membership and authorize payroll deductions.

Employees who prefer not to become a member of the Union and to forfeit the benefits of union membership have the right to do so. Each non-member working under a Union Security or Agency Fee agreement, however, is still required to pay the periodic fees to the Union as a condition of employment up to an amount that is equal to the amount of regular membership dues – otherwise known as “fair share fees” which are necessary for sustaining the Union’s ability to fulfill our duty of fair representation and to support our collective bargaining power on behalf of all employees – member or non-member.

Further, each non-member has the right to object in writing to the Union in compliance with the Supreme Court decision, *CWA v. Beck*, which allows non-union members paying money to the Union under a Union Security agreement to file objections to nonrepresentational-related expenditures of the fees they pay under those agreements. This reduced fee is called an “Objector Fee.” Non-members additionally have the right to obtain from the Union sufficient financial information to enable them to decide whether to object to paying for expenses unrelated to representational matters, to challenge the Union’s calculation of such fees, to have those challenges resolved promptly by a neutral, third party arbitrator, and to be informed of the procedures for filing and resolving such challenges. Any objections must be made in writing and signed by yourself and sent to PNWSU, 1700 N. State Street, Suite 202, Bellingham, WA 98225 stating that you object to financial support of activities unrelated to collective bargaining negotiation and representation. The letter must include your name, mailing address, Union chapter, telephone number where you can be easily reached, and email address. The Union will continue to represent Objectors fairly and will send you a periodic fee notice.

APPENDIX C

SEIU COPE CHECK-OFF AUTHORIZATION FORM

Name:  
 Address:  
 City/State/Zip:  
 Work Phone:  
 Home Phone:

**SEIU Local 925 COPE**

I authorize my employer to deduct \$3 (or, circle one: \$5, \$7 or \$\_\_\_\_) every paycheck, and forward that amount to SEIU COPE.

*I understand that: 1. I am not required to sign this form or make COPE contributions as a condition of my employment by my employer or membership in the union; 2. I may choose not to contribute without any reprisal; 3. Only SEIU members and executive/administrative union staff who are U.S. citizens or legal permanent residents are eligible to contribute to SEIU COPE; 4. The amounts above are merely a suggestion, and that I may contribute more or less by some other means without fear of favor or disadvantage from the Union or my Employer; 5. SEIU COPE uses the money it receives for political purposes, including but not limited to making contributions and expenditures in connection with federal, state and local elections and addressing political issues of public importance. Contributions to SEIU COPE are not deductible for federal income tax purposes. This authorization shall remain in effect until discontinued in writing by me. My signature on this form shows that I have read and agree with these terms.*

Signature \_\_\_\_\_ Date \_\_\_\_\_ Employer \_\_\_\_\_

SEIU Local 925, 1914 N 34<sup>th</sup> St., Suite 100, Seattle WA 98103





**APPENDIX D**  
**Letter of Agreement**  
**Between**  
**Service Employees International Union, Local 925**  
**And**  
**Pacific Northwest Staff Union, SEIU925 Chapter**  
**Employee Mentoring Program**

SEIU 925 recognizes the work of its highly skilled and effective staff. The Union and the Employer agree to the following development and implementation of a mentoring pilot program:

SEIU 925 will contribute \$20,000.00 per year, starting in January 2023 of this Agreement toward a two-year staff mentorship pilot.

The Labor-Management Committee (LMC) members will implement and oversee this pilot with the following guidelines:

- 1) The stated goal of the pilot is to use peer-to-peer, skills-based training to build on employees' knowledge, skills, and abilities in order to better serve SEIU 925 members.
- 2) Any PNWSU member or management member may nominate a mentor-mentee combination. The nomination will include:
  - a) Name, job title, and division of prospective mentor and mentee
  - b) A short synopsis of the desired goals of the mentor-mentee engagement, citing specific tools, processes, and/or skills that will be covered
  - c) The proposed length of the engagement, including the frequency of meetings, check-ins, and reviews
  - d) Signatures from both the mentor and mentee confirming a desire to enter the pilot
- 3) Nominations will first be routed to the mentor and mentee's director(s) for approval. The director(s) will forward any recommendations regarding the tools, processes, and skills that should be covered to the LMC.
- 4) The LMC will review the nomination to ensure that:
  - a) The engagement clearly shows the mentor is working with the mentee to improved their knowledge base and performance with regard to specific, commonly used skills and tools that are required for success in their position. Examples of those skills may include:
    - i) Leader identification and development
    - ii) COPE best practices
    - iii) Managing and organizing contract campaigns
    - iv) Negotiating tactics
    - v) Digital organizing
    - vi) Community engagement and coalition building
  - b) The engagement has a clear and logical end-date based on discernable milestones.
    - i) The end-date will be no longer than three (3) months from the beginning of the engagement
    - ii) The LMC can extend the engagement with agreement by the PNWSU, 925 leadership, and relevant supervisor(s).
  - c) The nominated engagement adheres to the compensation guidelines outlined in this agreement.

- d) The committee will apply a racial justice lens to ensure that mentorship and menteeship opportunities are equitably available to all staff and departments.
- 5) Mentors will be compensated (paid monthly) a differential the equivalent of 5% of their base monthly wage (non-stackable) for work with the mentee, based on the timeline stated in the nomination form.
  - a) Engagements will include a minimum of two (2) one-hour check-ins between the mentor and mentee per month.
  - b) No engagement will exceed sixteen (16) hours per month; and engagements will be a minimum of five (5) hours per month.
  - c) Director(s) will conduct an evaluation of the progress of the engagement at 6-week intervals, and may recommend to the LMC to alter, extend, or end the engagement.
- 6) Pilot Implementation Period: January 2023 – December 2023
  - a) An evaluation of each project will include resources, timeline, staff development and learnings.
  - b) Copies of the evaluations by the mentor and mentee will be presented in writing to the LMC.
  - c) Representatives of the LMC shall meet with the mentor and mentee in a one-hour debrief meeting to discuss the evaluation and the engagement as a whole.

This Agreement shall be effective upon ratification and signature of both parties.

For PNWSU, SEIU925 Chapter:

*Rion Peoples*

\_\_\_\_\_  
Rion Peoples  
PNWSU SEIU925 Chapter President

Date: 03/03/2023

For SEIU Local 925:

*Patricia Schroeder*

\_\_\_\_\_  
Patricia Schroeder  
SEIU Local 925 President

Date: 03/06/2023

**APPENDIX E**  
**Memorandum of Understanding**  
**Service Employees International Union, Local 925**  
**And**  
**Pacific Northwest Staff Union, SEIU925 Chapter**  
**One-Time Payment**

The parties agree that all bargaining unit employees on Step 11 or above as of January 1, 2023, will receive a one-time payment of 2.5% of their January 1, 2024, base annual salary. This payment will be made on the second payroll date in January 2024.

For PNWSU SEIU925 Chapter:

*Rion Peoples*

\_\_\_\_\_  
Rion Peoples  
PNWSU SEIU925 Chapter President

Date: 03/03/2023

For SEIU Local 925:

*Patricia Schroeder*

\_\_\_\_\_  
Patricia Schroeder  
SEIU Local 925 President

Date: 03/06/2023

APPENDIX F  
**Memorandum of Understanding  
Between  
Service Employees International Union, Local 925  
and  
Pacific Northwest Staff Union, SEIU 925 Chapter  
Vacation Carry-Over Reinstatement**

The parties agree that due to the Covid pandemic, SEIU 925 leadership waived the vacation carry-over limit as agreed in Article VII, Section 1 of the 2020-2022 collective bargaining agreement. In order to facilitate a return to the intent of the contract regarding vacation leave carry-over, employees shall have until December 31, 2023, to use excess leave. Supervisors shall work with the employee to create a plan to ensure the usage of excess vacation days. On January 1, 2024, leave will be reset to the amount accrued on the 2023 anniversary date plus 120 hours (15 days), or the actual leave balance remaining for each employee, whichever is less. Refer to Article VII Section 1 for process regarding vacation carryover.

For PNWSU SEIU925 Chapter:

*Rion Peoples*

\_\_\_\_\_  
Rion Peoples  
PNWSU SEIU925 Chapter President

Date: 03/03/2023

For SEIU Local 925:

*Patricia Schroeder*

\_\_\_\_\_  
Patricia Schroeder  
SEIU Local 925 President

Date: 03/06/2023

**APPENDIX G JOB  
DESCRIPTION**

**TITLE: Member Resource Center Intake Specialist**

**Pay Range** Grade 2

**Cell phone reimbursement:** No

**Car Allowance:** No

**Mileage Reimbursement:** IRS Rate

**Location:** Seattle Office

**PURPOSE:** The MRC Intake Specialist position is charged with supporting the mission of the MRC to represent and provide contract services for our members.

**DUTIES AND RESPONSIBILITIES:** The MRC Intake Specialist position is a non-field staff position responsible for a combination of duties and responsibilities under the direction of the Member Resource Center Director that include:

1. Intake and triage all incoming calls including:
  - a. Directing calls to the appropriate MRC Rep (or other staff)
  - b. Maintaining UnionWare Call and Case logs
2. Case file management which includes:
  - a. Entering all calls in the UnionWare Call Module
  - b. Uploading pertinent documents to the MRC Case Module c.  
Sending documentation to stewards for representation
  - d. Creating files and labels for active cases
3. Maintaining and utilizing the steward referral system.
4. Assisting in the planning and implementation of regional steward trainings.
5. Communicating with Chapter Leadership about ongoing servicing issues and active grievances. Communicating these issues to MRC Rep in a timely manner.
6. Supporting activists, and grievance processing of SEIU Local 925 members through managing the Member Resource Center (MRC) intake (phone, email, etc.) process.
7. Answering contract questions for employees and general membership questions.
8. May participate in public policy activity such as legislative and political work.
9. Assisting members in accessing their Member Benefits Program.
10. Support building Local 925's Membership.
11. Other related duties as assigned.

**DESIRED QUALIFICATIONS:**

Highly Motivated

Ability to work independently

Effective verbal and written communication skills

High level customer service skills, especially when dealing with challenging callers

Demonstrated ability to work well in a culturally diverse environment Demonstrated

ability to prioritize and manage multiple competing deadlines

**PREFERRED QUALIFICATIONS:**

Community organizing or union organizing experience

Legal experience

Research experience

Customer Service experience

Bi-lingual: Spanish, Somali, Vietnamese preferred

## **APPENDIX H JOB DESCRIPTION**

**TITLE:** Receptionist

**PURPOSE:** Main receptionist and provide clerical and administrative support to a Local 925 office.

**DUTIES AND RESPONSIBILITIES:** The Receptionist position includes a wide range of duties. A Receptionist may perform any one or a combination of the duties and responsibility listed below.

1. Reception duties; including greeting visitors, answering all incoming phone calls, answering general questions, tracking staff schedules
2. Clerical duties including typing of minutes from meetings & retreats, maintaining filing system, photocopying, opening and distributing mail, including copying of dues remittances and mailing to remote offices.
3. Steward Referral System, including grievance log and tracking.
4. Internal and external communication, including the production of newsletters, flyers, and other mailings as needed.
5. Maintaining and updating reference materials, including contract inventory
6. Meeting and conference coordination, including preparation of meeting materials, travel and hotel arrangements
7. Political work as assigned by supervisor.
8. Office machine maintenance and ordering of supplies.
9. Attend leadership, membership or steward training meetings as deemed necessary by Supervisor.
10. Local website updates as needed.
11. Other administrative duties as assigned.

**QUALIFICATIONS:**

- Basic typing and computer skills
- Telephone and communications skills
- Ability to prioritize workload, including time management
- Ability to work independently
- Ability to work well with diverse people
- Good reading comprehension, writing and basic math skills

## **APPENDIX I JOB DESCRIPTION**

### **Title: Administrative Analyst**

**Purpose:** To provide advanced clerical and administrative support to ensure the integrity of the database including member information to meet the needs of the Local

**Duties and Responsibilities:** The Administrative Analyst reports to the Director or Administration and is responsible for complex administrative data analysis with the intention of providing a professional level of clerical and organizational expertise. As part of the Administration Department the number of tasks and duties associated with this position may vary depending on the skill-sets and strengths of the department and the needs of the organization. These include:

1. Membership Services – including updates, searches, reports and mailings; dues processing and member entries/updates; run database search comparisons; analyze incoming information from Employers and Staff using a variety of methods
2. Correspond with a variety of Employers, Payroll, Human Resource Representatives, and a diverse Membership and general public
3. Support Field Staff and Management by providing lists, reports, and/or any other data assistance, training or instruction as requested to facilitate the work of the Local
4. Ensure the integrity of the database by running list search comparisons and/or lists of each employer in database on a regular basis; work with Field Staff to obtain member data updates
5. Work with IT Administrator to streamline data output, establish and create systems within current database, identify, simplify and troubleshoot criteria to improve database function
6. Conduct inventory and light maintenance as needed of office equipment and office supplies (ordering, etc.)
7. Perform meeting and event preparation including light-cleaning, furniture moving/placement and any other duties as assigned or involved with the planning and implementation of meetings/events and occasional light-cleaning of Staff kitchen/lunchroom area
8. Represent Local at community or labor functions as assigned by Director of Administration
9. Performs other duties as required to support the Local and its mission

### **Qualifications:**

Computer and technical skills and proficiency in MS Office Suite

Good reading comprehension, writing, typing, critical thinking, and basic math skills

Professional telephone and communication skills

Demonstrated experience with database systems

Competency in organizational, problem solving skills

Ability to plan, organize and prioritize work

Adaptable to changing needs and requirements

Able to meet established deadlines

Ability to work independently and with a team

## **APPENDIX J JOB DESCRIPTION**

**Title:**           **Organizing Support Specialist**

**Purpose:**       The Organizing Support Specialist provides administrative, communications, technical and event support to the organizing department. The Organizing Department works in a fast-paced and often changing environment. The Organizing Support Specialist is critical to supporting the work of the field organizers and growing the labor movement. There are three main components to this position:

1. Administrative: The OSS provides data entry, database, filing, travel support, and other clerical support to the organizing team.
2. Communications and Technical: Write and edit communications pieces, including flyers, brochures and booklets that are intended both for our members and the public. The OSS moves campaign message via design and layout of in house field materials such as flyers, brochures, petitions, social media tools etc. The OSS will be responsible for creating and updating the Organizing Department's web page on a regular basis as well as utilizing social media tools as a way to supplement our organizing campaigns. During events, the OSS will be responsible for technical support for a/v presentations.
3. Event Coordination: The OSS will perform event and meeting planning and support for organizing department events and large meetings. This includes all aspects of meeting logistics and preparation such as scheduling, venue planning and relations, catering, a/v, travel, materials production and staff support for the event.

**Qualifications:**

Excellent oral and written communication skills, attention to detail, strong proficiency with editing and proofreading.

Ability to: plan, organize and coordinate work; analyze and solve problems, make sound, logical decisions; meet established deadlines; communicate effectively; maintain a filing system; and to work well under pressure.

Able to work with a variety of people in a professional manner, including: potential members, vendors, and other members of the team and staff

Proficiency in the following software: Microsoft Office Suite, Adobe Photoshop and Reader, Microsoft Publisher, and web publishing tools

Experience using social media (Twitter, Facebook, blogs, etc.) in the context of campaigns

Experience in design and production of flyers, brochures, and other materials.



## **APPENDIX K JOB DESCRIPTION**

**TITLE:** Bookkeeper

**PURPOSE:** To carry out bookkeeping duties in accordance with Generally Accepted Accounting Principles (GAAP). Work as a member of a team conducting union representation and organizing work.

### **DUTIES AND RESPONSIBILITIES:**

1. Manage accounts receivable. Query of chapters for dues counts. Maintain Committee on Political Empowerment (COPE) records, including remitting funds, preparing and submitting report to IU. Follow up on all missing payments. Maintain accurate membership counts, including low dues counts. Make all bank deposits.
2. Manage accounts payable. Issue checks. Maintain records of vendors. Communicate with vendors about concerns with billings. Reconcile fixed assets and all bank accounts. Prepare journal entries reflecting expenditures and transfers of funds. Provide oversight of credit card usage. Monitor telephone billings.
3. Prepare budget worksheets, cash flow analysis, analysis of dues received and membership counts. Prepare financial statements for Secretary-Treasurer, including interpretation of information and highlights of current month and year to date activity. Assist in forecasting future expenditures and revenues.
4. Prepare payroll changes including new hires and terminations. Enter new hires into system. Track accrual and usage of all paid and unpaid leaves. Calculate salaries/wages and provide to payroll services. Audit payments made by payroll services for accuracy. Do quarterly returns for Workers' Compensation, Employment Security. Prepare staff/member expense reimbursements. Review/distribute annual W-2 reports to staff.
5. Prepare and submit Public Disclosure Commission reports according to timeline.
6. Post self-payer dues and deposit funds, maintain records.
7. Provide assistance to independent auditor by gathering information and preparing necessary worksheets for LM-2, 990, 550 IRS reports. Prepare reports and maintain records for Flexible Spending Accounts, SEIU Pension, 401K, and all health insurances. Provide support as needed to Trustees as they perform their annual audit.
8. Provide support to Secretary-Treasurer as needed.
9. General clerical duties, including but not limited to maintaining supplies, data base work, typing, filing, creating and purging files, mailing.
10. Other duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES:**

Knowledge of GAAP

Ability to do detailed work

Ability to work independently and prioritize duties

Good reading comprehension and math skills

Good oral and written communication skills

Good computer skills and working knowledge of Word, Excel, QuickBooks, Access

## APPENDIX L JOB DESCRIPTION

**Title:** Data Analyst

**Purpose:** Assurance of the integrity of the database and provide a high level administrative product to staff and management regardless of division or geography.

**Duties and Responsibilities:** The Data Analyst provides high level administrative expertise to meet the needs of the local in general and ensure the integrity of member information by:

1. Supporting field staff and management throughout the local by providing lists, reports, and other data that facilitate their work
2. Processing of data and creating reports for various projects including, but not limited to:
3. contract bargaining, member activity reporting, and other research needs of the local.
4. Ensuring the integrity of the database by running searches, comparisons and lists of each employer on a monthly basis and working closely with colleagues to correct errors
5. Analyzing information using various methods to find inconsistencies and reporting same to
6. Director of Administration
7. Assisting in the development of database templates and working with IT to improve database functioning
8. Uploading documents, contracts, etc. into system, database and website
9. Assisting with web based digital system to broadcast communication to membership
10. Assisting in database training for management and staff
11. Working closely with IT & Communication Systems Administrator to streamline data output
12. May include communication with employers to obtain information
13. Other duties as assigned

**Qualifications:**

Advanced computer skills  
Demonstrated high-level experience with database systems  
Excellent organizational and problem solving skills  
Good communication skills  
Proficient in using analytical tools and software (ie: Microsoft Office) Ability to prioritize work  
Must remain flexible and adaptable to ever changing needs and requirements  
Must be able to meet deadlines  
Ability to think independently and critically  
Ability to work independently or in a team  
Ability to work well under pressure and with interruptions

Note: This position does not have a cell phone allowance. This position does not have a car allowance, but will be provided with the administrative car mileage allowance.

## **APPENDIX M JOB DESCRIPTION**

**TITLE:** External Organizer

**PURPOSE:** To carry out organizing, to take responsibility for major campaigns and to act in a leadership role with respect to other staff; to perform advanced training for organizers and staff; and to design and implement organizing which meets the goals of Local 925.

**DUTIES AND RESPONSIBILITIES:** The Organizer performs a wide range of duties, which may vary according to location, as well as the duties listed below.

1. Design, manage, and organize large organizing campaigns, either external or internal.
2. Develop and conduct programs related to organizing, for example, GOTV or literature for large Campaigns, or state wide multi-unit projects.
3. Recruiting and training Organizing Committee members, member organizers and other staff, leadership development of bargaining unit members.
4. Identify, assess, and recommend organizing targets.
5. Community support work related to an organizing campaign.
6. Direct negotiations on bargaining unit determinations and election procedures; work with NLRB and state agencies.
7. Strike support work, including member actions, pressure on employers, and community support.
8. Direct negotiations on bargaining unit determinations and election procedures; work with NLRB and state agencies.
9. Economic research for organizing, negotiations and strike support.
10. Participate in public policy activity, such as legislative and political work.
11. Direct negotiations on bargaining unit determinations and election procedures; work with NLRB and state agencies.
12. Limited servicing during an organizing or contract campaign, such as handling grievances and ULPS.
13. Maintaining and updating unit lists.
14. May design and implement staff training.
15. May coordinate and direct staff.
16. May coordinate affiliation and merger discussions.
17. May assist in the evaluation of staff performance while that work is performed under the direction of a division director.
18. Other related duties as assigned.

**QUALIFICATIONS:**

- Familiarity with office worker issues
- Ability to work independently
- Effective oral and written communication skills
- Ability to exercise high level of judgment
- Ability to work well with diverse people
- Ability to supervise, train and evaluate other staff
- Organizational leadership experience required
- Community organizing or union experience preferred
- Computer literacy preferred

## **APPENDIX N JOB DESCRIPTION**

**TITLE:** Internal Organizer

**PURPOSE:** To carry out membership representation, organize and work on other projects on behalf of Local 925 members; to take responsibility for major organizing campaigns and to act in a leadership role with respect to other staff; to perform advanced training for members and staff; and to design and implement representation and organizing programs which meet the goals of Local 925.

**DUTIES AND RESPONSIBILITIES:** The Organizer Representative performs a wide range of duties, which may vary according to location. An Organizer Representative may perform any one or a combination of the duties and responsibilities listed below.

1. Recruit and develop leaders to work as chapter executive board members, stewards, political activists, committee members and leaders within labor movement.
2. Design, manage, organize and implement internal campaigns such as recruitment, contract, or decertification campaigns.
3. Plan and conduct new organizing campaigns, which include recruitment, training organizing committee members and member organizers; identify, assess and recommend organizing targets.
4. Participate in public policy activity such as legislative and political work.
5. Represent the Union in community and labor coalition activities.
6. Plan and implement training of stewards, leaders and members.
7. Collective bargaining, including negotiations preparation, spokesperson, and contract resolution. Assist in bargaining for major units.
8. Economic research for negotiations, organizing, and strike support.
9. Strike support work including member actions, pressure on employer and community support.
10. Responsible for the servicing of bargaining units, including grievance processing, contract administration, working with state agencies, handling arbitrations and unfair labor practice charges.
11. Design and implement special programs within existing bargaining units, such as job redesign or classification systems.
12. Assist in special projects, such as health and safety, career development and job redesign.
13. Advanced work with state or federal agencies.
14. Design and implement staff training and development programs.
15. May coordinate and direct staff.
16. May Assist in the evaluation of staff performance while that work is performed under the direction of a Division Director
17. Other related duties as assigned.

**QUALIFICATIONS:**

Familiarity with office worker issues  
Ability to work independently  
Effective oral and written communication skills  
Ability to work well with diverse people  
Community organizing preferred  
Union representation experience preferred  
Union organizing experience preferred  
Computer literacy preferred  
Organizational leadership experience required  
Ability to exercise high level of judgment

## **APPENDIX O JOB DESCRIPTION**

**Title:**           **Organizer (Community Organizing Focus)**

**Purpose:**        This position works as part of a team focused on new organizing in the public and private sectors, with a special focus on coalition building and outreach to strategic allies.

**Duties & Responsibilities:**

1. Collaborating with diverse communities to win social and economic justice, especially in the areas of childcare, public service and private non-profits.
2. Building long-term alliances with strategic partners.
3. Giving presentations to community groups on shared priorities and campaigns.
4. Identifying, assessing, and recommending key community partners and issues where SEIU Local 925 should deepen its engagement.
5. Identifying connections between SEIU Local 925 membership and issues and community organizations and campaigns.
6. Producing written campaign and other material.
7. Taking on other tasks, including as a direct worker organizer, as assigned.

**Technical Skills:**

Proficiency in community outreach and organizing models.  
Strong oral and written communication skills.  
Ability to work in communities with other languages.

**Reporting:**

Reports to the Organizing Director  
Works in coordination with the local to develop plan of work for strategic partnerships

**Qualifications:**

Ability to inspire and motivate community partners, workers, union members and staff.  
Ability to work independently.  
Effective oral and written communication skills.  
Ability to exercise high level of judgment.  
Ability to work well with diverse people.  
Ability to work in more than one language.  
Organizational leadership experience preferred.

**APPENDIX P JOB  
DESCRIPTION**

**TITLE:** Member Resource Center Organizer

**PURPOSE:** To carry out Local 925 member representation.

**DUTIES AND RESPONSIBILITIES:** The MRC Organizer position is a non-field staff position responsible for a combination of duties and responsibilities that include:

1. Servicing of bargaining units, including grievance processing, contract administration and working with state agencies.
2. Designing, planning and implementing steward trainings and development programs.
3. Supporting activists, and grievance processing of SEIU Local 925 members through managing the Member Resource Center (MRC) intake (phone, email, etc.) process.
4. Ensure accurate and timely case-related data/document management using the employer's data/document management system.
5. Communicating with employers regarding grievances and contract enforcement.
6. Communicating with the internal organizing teams and directors about organizing issues raised by member communications to the MRC.
7. May assist and/or lead in collective bargaining
8. May handle mediations, arbitrations, and unfair labor practices
9. May participate in public policy activity such as legislative and political work.
10. Other related duties as assigned.

**DESIRED QUALIFICATIONS:**

Highly Motivated  
Ability to work independently  
Effective verbal and written communication skills  
Demonstrated ability to work well in a culturally diverse environment  
Demonstrated ability to prioritize and manage multiple competing deadlines

**PREFERRED QUALIFICATIONS:**

Community organizing or union organizing experience  
Legal experience  
Research experience  
Bi-lingual: Spanish, Somali, Vietnamese preferred

**APPENDIX Q JOB  
DESCRIPTION**

**Title:** Political Organizer

**Overview:** The Political Organizer will be responsible for developing and executing plans related to SEIU Local 925 member political strength goals, with a priority on membership-based small donor fundraising and grassroots member mobilization. The Political Organizer will report to the Director of Government Affairs, and will collaborate extensively with Legislative and Communications Coordinators and Member Strength Director. The position of Political Organizer is a bargaining unit position. It requires a commitment to working long and irregular hours on behalf of our members, and the possibility of extended out of town assignment.

**Required Experience:** At least three years of organizing and/or political experience with a labor union, non-profit community organization, campaign or progressive elected official is required. Previous experience in union organizing, fundraising, and election campaign work is strongly desired. Successful candidates will have a good understanding of local and state government. Fluency in a second language is desired. Excellent database and political communication skills are necessary. Possession of a car and a valid driver's license  
Women and persons of color strongly encouraged to apply.

**Duties and Tasks:** Under direction of the Director of Government Affairs, develop annual, monthly, and project-based political program plans, and coordinate local union political activities in the following areas:

1. **Committee of Political Education (COPE) fundraising:** Develop, execute, and oversee membership-based small-donor fundraising program.
2. **Political Accountability and Endorsements:** Serve as principal staff to local union endorsement Committee on Political Education (COPE).
3. **Electoral Organizing:**
  - a. Work with Director of Government Affairs and Politics, SEIU WA State Council locals to design election campaign plans for issues, candidates and independent expenditure campaigns to achieve Local 925 political strength goals and objectives.
  - b. Organize membership mobilization for political action campaigns, including precinct walks, phone banks, and earned media activities on behalf of endorsed candidates and issues in elections.
  - c. Develop relationships with legislators, candidates and their staff representatives to further the work of the union.
  - d. Serve as the local union's "eyes and ears", tracking political information on congressional, state, and local races and ballot initiatives.
4. **Member grassroots lobbying and political action:**
  - a. Participate in and lead member political and activist training programs.
  - b. Work with legislative and political staff to develop member grassroots lobbying program of local, state and federal elected officials in support of membership policy goals.
  - c. Organize members to engage in grassroots lobbying, political advocacy and direct action activities, including legislative visits, picket lines, rallies, marches, and press conferences.
  - d. Develop and maintain data systems to track all member political activities
5. **Work with community partners and allies:**
  - a. Assist in carrying out political program objectives and execution with SEIU Regional Councils, the SEIU State Council, and local central labor councils.
  - b. Assist in representing the local with community allies, partner organizations and coalitions on issue and electoral campaigns.
6. **Political Communications:** In conjunction with Director of Government Affairs and Politics and Communications Organizer, develop political communications for the local union. Write newsletter articles, direct mail, leaflets, flyers, press releases, speeches, and testimony.
7. **Other duties as assigned**

## **APPENDIX R JOB DESCRIPTION**

**Title:                   Legislative and Public Policy Coordinator**

**Typical duties will include:**

1. Analyze political, legislative, regulatory, and other initiatives impacting public service workers
2. Assist in developing Local 925 policy positions on state budgets, health care access and reform, education finance, government reform, and workers' rights.
3. Establish relationships with and lobby elected officials, regulators, advocates, and others
4. Develop and present testimony on legislative bills and policy issues
5. Develop relationships with key community stakeholders, particularly in the education and children's advocacy communities
6. Identify opportunities to advance our union agenda and to enhance the local's participation in coalitions of children's advocates, parents, students and teachers and the public our members serve
7. Understand how critical policy changes will affect public service workers, and how to work with employers, elected officials or state agency staff to influence policy development

**Qualifications:**

Proven commitment to progressive social change and to workers' empowerment  
A law degree, or a bachelors or masters degree in a field such as economics, business, public policy, or a social science  
Strong analytical and critical thinking skills  
Excellent writing and communication skills  
Previous work in either a research environment, as a public policy analyst, in a community organization, or in a legislative or public agency strongly preferred  
High level of leadership, judgment and ability to manage multi-faceted campaigns and sensitive political situations  
Ability to work creatively and efficiently under tight deadlines, both in a team environment and independently  
Experience with and commitment to working in a multi-cultural, multi racial organization preferred  
Willingness and ability to work long and irregular hours when needed to meet campaign demands.  
Some in-state and out-of-state travel required  
Possession of a valid driver's license  
Bilingual language skills strongly encouraged



**APPENDIX S**  
**JOB DESCRIPTION and LOU between SEIU925 & UUR**

**Title:** Executive Assistant Position

**Purpose:** The Executive Assistant provides administrative support and assistance to the President, is a key partner in managing her schedule and contacts and the organization's information including internal staff collective bargaining. The Executive Assistant also provides administrative, scheduling and travel support for the Early Learning Division Director and the Local Union Executive Board and other staff and leadership bodies as directed by the President.

**Tasks and Duties:** The number of tasks and duties associated with this position is potentially limitless, depending on the specific skill-sets and strengths of the successful candidates and the needs of the organization. Representative tasks and duties include:

1. Summary: This position supports and directly reports to the President.
2. Communications and scheduling via voice, email and mail with SEIU 925 members and staff, local, state, and national community, business and political leaders.
3. Perform event and meeting planning and support for governance-related events and staff meetings, retreats, conferences, and other meetings, including all aspects of meeting logistics, turn-out, and preparation, such as scheduling, venue planning and relations, catering, audio visual, travel, materials production (paperless-knowledge of Adobe software essential), and staff support for event.
4. Serves as halftime administrator for Early Learning Division with responsibilities for: communicating with members, such as newsletters or logistical information and event planning. Maintaining the Family Child Care Chapter database, including daily updates, queries, reports, label, and posting of dues remittances. Inputting all lists and checking for accuracy. Troubleshooting with UnionWare. Conduct membership services, including tracking new hires, terminations, dissenters, out of unit employees, and dues collection.
5. Occasionally trains other support staff or fills in for other support staff in their absence.
6. Performs other duties as required to support the Union and its mission.

**Job Qualifications:**

Graduation from high school or equivalent, AA degree in administrative sciences and (5) years of previous administrative experience or a combination of education and experience that would provide for the following knowledge, skills and abilities:

- a) Excellent oral and written communications skills,
- b) Strong proficiency with writing, editing and proofreading,
- c) Thorough knowledge of modern office procedures, practices, and business writing.

Ability to: plan, organize and coordinate work; analyze problems, collect data and make sound, logical conclusions; meet established deadlines; maintain a high level of attention to detail; communicate effectively, both orally and in writing; maintain a filing system and keep working files; triage information and to determine items that are not necessary for the President to see.

Skill in the use of personal computers including the use of the following software: Adobe, SharePoint, Microsoft Office Suite, Internet Explorer and Unionware which is Access based.

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November 8, 2007

Lisa Beaulaurier  
Union of Union Representatives

Lisa,

Here is my understanding of what we have agreed on regarding the new Executive Assistant position. It will temporarily be in the UUR bargaining unit at the organizer 1 pay scale, as a salaried position without a car allowance.

Once we have enough money to split the job into the ELD administrative position and the Executive Assistant position, the ELD admin job will go back to the Grade II salary scale, and the Ex Assistant position will move out of the bargaining unit.

Thanks for your collaboration on this.

Kim Cook  
President

## **APPENDIX T JOB DESCRIPTION**

**Title:**           **Communication Organizer(s)**

**Purpose:**        To work within the Communications Department to develop and implement the union's communication plan to support leadership development, organizing, bargaining, member mobilization, political action programs and drive member engagement.

**Duties & Responsibilities:**

1. Framing messages and developing materials for effective communication with the news media, the general public, union members, and other working people and allies;
2. Developing, planning and leading communications strategies and calendars for organizing, legislative, contract, political and other campaigns;
3. Conceive and direct media events based on natural and created news opportunities. Write news releases, background pieces, advisories, fact sheets and other news-related information as well as flyers and campaign materials; write and place op-eds and letters to the editor;
4. Cultivate & maintain relationships with regional reporters and bloggers;
5. Develop talking points and member training materials for large scale organizing and bargaining campaigns;
6. Lead the union's web and print communication program;
7. Provide communication support to electoral and other campaigns of SEIU, SEIU 925 and the SEIU State Council;
8. Specific assignment may include developing email and web based campaigns;
9. Train staff in using communications in the organizing model, designing and using print materials effectively, effective use of web and email, including technical aspects;
10. Work with vendors and contractors in printing, design, public relations, video and others.

**Technical Skills:**

Proficiency in writing, photography, word processing, print layout, photo editing, presentation and email programs;  
Web design, HTML, new media campaigns and list building.  
Story development and presentation.

**Reporting:**

Reports to the Communications Director  
Works in coordination with the department to develop plan of work for strategic communications

**Other Qualifications:**

Thorough understanding of the organizing and movement building models;  
Strong interpersonal skills;  
Demonstrated superior writing skills including experience writing op-eds, press releases, fact sheets and other media related materials;  
Spanish, Vietnamese, Russian, Somali, and possibly other languages relevant to large sections of our membership.  
Flexibility to travel extensively as required in performance of duties.

## **APPENDIX U JOB DESCRIPTION**

**Title:**               **New Media Communication Organizer(s)**

**Purpose:** To work within the Communications Department to develop and implement the union's communication plan to support leadership development, organizing, bargaining, member mobilization, political action programs and drive member engagement.

**Duties & Responsibilities:**

1. Develop online influence strategies, with a particular focus on email campaigns that grow the number of members engaged in union efforts and enhance our participation in the movement for social and economic justice.
2. Increase the effectiveness, reach and level of member participation in online engagement and social networking tools.
3. Use all available online, metric tools to continuously analyze, assess and develop recommendations for all online, social network and new media strategies.
4. Create and edit engaging, creative, and accurate content for emails and website.
5. Develop online ad campaigns to support organizing and political campaign activities.
6. Work with members to develop their stories for issue, political, and bargaining campaigns and use online tools and strategies to share these stories.
7. Develop strategic, design and technical applications for our new media and social networks, including WordPress website, Facebook, Twitter, YouTube.
8. Provide leadership in developing a culture of online activism among officers, members and staff.
9. Collect and develop member stories to share in a variety of forums.
10. Create basic flyers as needed for actions and events.
11. Work with design and print vendors on member mailings and field materials.
12. Manage and support other communications as assigned including supporting media opportunities and creating field materials.
13. Lead the union's web and new media communication program
14. Train staff in using communications in the organizing model, designing and using print materials effectively, effective use of web and email, including technical aspects
15. Work with vendors and contractors in printing, design, public relations, video and others.
16. Provide communication support to electoral and other campaigns of SEIU, SEIU 925 and the SEIU State Council

**Technical Skills:**

Proficiency in writing, word processing, print layout, and photo editing  
Web design, HTML, new media campaigns and list building  
Technical knowledge of Word Press, Blue State Digital, UnionWare, Voter Activation Network (VAN), and social media platforms

**Reporting:**

Reports to the Communications Director  
Works in coordination with the department to develop plan of work for strategic communications

**Other Qualifications:**

Thorough understanding of the organizing and movement building models;  
Strong interpersonal skills;  
Spanish, Vietnamese, Russian, Somali, and possibly other languages relevant to large sections of our membership.

## **APPENDIX V JOB DESCRIPTION**

**Title:**                **IT and Communications System Administrator**

**Duties and Responsibilities:** The IT and Communication Systems Administrator provides network, server, IT, hardware, software, communication and technological support.

1. *Network, Server, IT, Hardware & Software:*
  - a. Network administrative tasks
  - b. Network backup program orientation
  - c. Basic server operation, administration & troubleshooting
  - d. Exchange server administration tasks (setup mailboxes, users, command lines, etc.)
  - e. Active directory administration
  - f. Troubleshoot network problem
  - g. Operate and maintain system hardware and software
  - h. Database point person- report through portal, communicate new construct of reporting needs, troubleshoot database issues
  - i. Works with management and staff in the development of reporting and technological needs
  - j. Install software; install/change operating systems
  - k. Daily troubleshoot issues with individual computers and hardware
  - l. Short term and long term decision making on future directions in computers and local wide technological research
  - m. Education and training- main trainer for new employee orientation, computer system & database training and ongoing education on network & computer systems
  - n. Effectively communicates with staff regarding possible downtime of systems
  - o. Consults with consultants on networking and server issues and expansion
  - p. Responsible for accurate local wide inventory of all computers and peripherals
2. *Audio/Visual:*
  - a. Responsible for proper set-up of audio/visual equipment for Seattle office meetings
  - b. Responsible for accurate local wide inventory of all audio/visual equipment
3. *Communication Systems:*
  - a. Assistant management in Local wide communication needs
  - b. Assesses current and future communication needs of the Local
  - c. New and ongoing employee orientation on phone system and all communication systems
  - d. Effectively communicates with staff regarding downtime of communication systems

**Qualifications:**

Advanced computer skills  
Experience with networking and server operation/administration  
Must anticipate problems and avoid them if possible; strong analytical problem solving skills  
Ability to prioritize work  
Must remain flexible and adaptable to ever changing needs and requirements  
Must be able to meet deadlines  
Good communication skills  
Ability to work independently or in a team  
Ability to work well under pressure and with interruptions  
Ability to manage multiple tasks simultaneously should be capable of working long hours whenever there is a problem with the server or network

## **APPENDIX W JOB DESCRIPTION**

**Title:**               **Researcher- Organizing Department**

**Purpose:**            The Researcher will research, develop, and assist in implementing corporate, legal, regulatory, and legislative strategies and tactics to advance to the goals of the local's organizing campaigns. In addition, the researcher will conduct research to generate organizing leads and new organizing models, including looking at models in other states.

**Examples of projects the researcher may be called upon to do:**

- Researching the internal structure and financials of a corporation or non-profit in order to create appropriate bargaining units and create strategies for successful organizing campaigns
- Researching and analyzing the backgrounds of board members in order to assist organizing campaigns
- Analyzing union density in target industry and finding potential organizing targets
- Researching and tracking public funding as it pertains to private services and industries
- Assisting in the building of worker lists for the purposes of organizing

**Qualifications:**

A Bachelor's or Master's degree in a field such as economics, business, public policy, or a social science

High level of leadership, judgment and ability to manage multi-faceted campaigns and sensitive political situations

A demonstrated commitment to social and economic justice

Strong technical research skills with the ability to apply research to the development of campaign strategy

Experience in leading strategic/corporate campaigns in support of organizing and/or bargaining

Knowledge of various computer based research methods- including internet, lexis-nexus, and social media

Excellent writing ability; experience with a variety of computer-based research tools

Quantitative analytical skills, including familiarity with basic financial concepts and financial analysis

Proficiency in Word, Excel, PowerPoint, and online research tools

Ability to work well under tight deadlines and in a team environment

Willingness to work long, irregular hours, often including evenings and weekends

## APPENDIX X JOB DESCRIPTION

**Title:** Member Innovations Organizer

**Purpose:** Under the direction of the officers, the Member Innovations Organizer (MIO) will research, develop, and coordinate the implementation of programs and services that maintain and grow local union membership.

**Duties and Responsibilities:** The Member Innovations Organizer, under the direction of the Officers, plays an integral role in researching, planning, and implementation, of new member sign-up goals and systems, alternative models of worker organizing along-side the existing union, and an exclusive member benefits program.

In order to accomplish this, other job responsibilities may include, but are not limited to the following:

- I. Work with staff (organizers, admin and communications) to design and implement member maintenance programs within existing bargaining units.
- II. Lead and develop and implementation of efficient systems and routines for these maintenance programs.
- III. Compile industry research, government and corporate research to support the development and understand the legal parameters of various new member programs or alternative worker structures (for example non-profit models, training funds, co-ops, exclusive member benefits, etc).
- IV. Strategic and programmatic thinking to help lead staff and leaders to plan and execute strategy, systems and tactics.
  - V. Work closely with the SEIU 925 leadership and new projects to implement programs that maintain and build the strength of SEIU 925, and to provide regular reporting on the outcome of all programs.
- VI. Work with staff to coordinate member leaders/workers to lead industry projects on advisory committees, boards of directors, etc.
- VII. Manage internal and external vendor, employer, and community relationships that support new infrastructures and programs.
- VIII. Participate in public policy, lobbying, and advocacy activities that move any new member innovations and strategies.
- IX. Develop funding streams that support the new organizations and structures (e.g.; writing and submitting foundation grants) and develop fundraising programs and models that achieve sustainable levels.
- X. Represent the union in community and labor coalition activities as assigned.
- XI. Engage in advance work with state or federal agencies to develop and maintain apprentice programs.
- XII. Assist with design and implementation of staff and leader training programs. XIII. May coordinate and direct staff for specific projects and programs.
- XIV. May assist in the evaluation of staff performance while that work is performed under the direction of a Director.
- XV. Other related duties as assigned.

**Qualifications:** The Member Innovations Organizer (MIO) position requires a high level of judgment, leadership, and commitment to the goals of SEIU and its leaders in a quickly changing labor movement. The Member Innovations Organizer must be able to work independently and organize time extremely well among multiple pieces of a larger project. The MIO will have experience in both non-profit and labor union environments, strong written communication skills, grant writing experience, and experience with web site development. This position requires a bachelor's degree or equivalent work experience.

The Member Innovations Organizer must be available for regular travel over a large geographic area – and the position may require temporary assignments away from home as well as long and irregular hours.